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NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE



INSPECTOR GENERAL

REPORT OF INVESTIGATION

3 September 2014

IV-13-0059

Time and Attendance Fraud and Misuse of Government Resources

(U) This report might not be releasable under the Freedom of Information Act or other statutes and regulations. Consult the NSA/CSS Inspector General Chief of Staff before releasing or posting all or part of this report.

Approved for Release by NSA on 09-28-2018, FOIA Case # 79204 (litigation)

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(U) OFFICE OF THE INSPECTOR GENERAL

(U) Chartered by the NSA Director and by statute, the Office of the Inspector General conducts audits, investigations, inspections, and special studies. Its mission is to ensure the integrity, efficiency, and effectiveness of NSA operations, provide intelligence oversight, protect against fraud, waste, and mismanagement of resources by the Agency and its affiliates, and ensure that NSA activities comply with the law. The OIG also serves as an ombudsman, assisting NSA/CSS employees, civilian and military.

(U) AUDITS

(U) The audit function provides independent assessments of programs and organizations. Performance audits evaluate the effectiveness and efficiency of entities and programs and their internal controls. Financial audits determine the accuracy of the Agency's financial statements. All audits are conducted in accordance with standards established by the Comptroller General of the United States.

(U) INVESTIGATIONS

(U) The OIG administers a system for receiving complaints (including anonymous tips) about fraud, waste, and mismanagement. Investigations may be undertaken in response to those complaints, at the request of management, as the result of irregularities that surface during inspections and audits, or at the initiative of the Inspector General.

(U) INTELLIGENCE OVERSIGHT

(U) Intelligence oversight is designed to insure that Agency intelligence functions comply with federal law, executive orders, and DoD and NSA policies. The IO mission is grounded in Executive Order 12333, which establishes broad principles under which IC components must accomplish their missions.

(U) FIELD INSPECTIONS

(U) Inspections are organizational reviews that assess the effectiveness and efficiency of Agency components. The Field Inspections Division also partners with Inspectors General of the Service Cryptologic Elements and other IC entities to jointly inspect consolidated cryptologic facilities.

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I. (U) SUMMARY

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(U//~~FOUO~~) On 29 April 2013 the NSA/CSS Office of the Inspector General (OIG) Hotline received an allegation that [redacted] was committing time card fraud and was using her unclassified work computer to run a [redacted] business. On 5 June 2013 the NSA/CSS OIG Hotline received a second allegation that [redacted] was submitting false time cards.

(U//~~FOUO~~) In addition to obtaining sworn testimony from [redacted] the OIG conducted interviews of her immediate supervisor and her previous team leader. The OIG also reviewed [redacted] unclassified computer email account, certified timesheet records, access control records (ACR), and the State of Maryland, Department of Assessments and Taxation Records related to her [redacted] business. Due to access control limitation at the [redacted], the OIG reviewed recordings of security cameras to compare the time [redacted] vehicle arrived and departed the [redacted] against her timesheet entries for a three week period in September 2013.

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that [redacted] misused her unclassified work computer by running a [redacted] business. [redacted] also engaged in excessive, non-work related email communication with friends and a family member throughout her work day. Due to the lack of complete access control data at [redacted] and assignees routine of "piggybacking" into or out of the facility, there was insufficient evidence to determine if [redacted] knowingly and deliberately submitted false time sheets.

(U//~~FOUO~~) A copy of the NSA/CSS OIG report will be forwarded to Employee Relations (MR) and a summary of this report will be sent to the Associate Directorate for Security and Counterintelligence (ADS&CI) for information and action deemed appropriate.

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[1] (U//~~FOUO~~) The perimeter access control points at [redacted] are doors equipped with card readers. There are no turnstiles or high security portals to supplement the card readers or act as control barriers. Because of this, [redacted] assignees routinely "piggyback" into or out of the facility by following the cleared person in front of them without registering their arrival or departure time in the access control system. Consequently [redacted] assignees' arrival or departure time is not consistently recorded.

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II. (U) BACKGROUND

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(U) Introduction

(U//~~FOUO~~) [redacted] entered on duty (EOD) with the Agency on [redacted] She was assigned to NSAW as a [redacted] from EOD until [redacted] when she accepted a position as an [redacted] She is currently [redacted] was her immediate supervisor in [redacted] from May 2012 until 1 July 2013 when he was detailed to [redacted] was her Branch Chief the entire time she was assigned to [redacted] Her current supervisor in [redacted]

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(U) Applicable Authorities

(U//~~FOUO~~) Full citations are contained in Appendix A.

- (U) DoD Joint Ethics Regulation (JER) 5500.07-R Section 2-301: Use of Federal Government Resources
- (U) 5 C.F.R. Part 2635-Standards of Ethical Conduct for Employees of the Executive Branch, Subpart A-General Provisions. §2635.101 Basic obligation of public service
- (U) 5 C.F.R. Part 2635.705(a) – Use of Official Time. Employees shall use official time in an honest effort to perform official duties
- (U) NSA/CSS Policy 6-6, "Use of Unclassified Information System such as the Internet
- (U) NSA/CSS Policy Manual 6-3, "Chapter 2, Information System User and Supervisor Responsibilities
- (U) 18 U.S.C. § 1001, False Statements
- (U) 18 U.S.C. § 287, False Claims
- (U) NSA/CSS Personnel Management Manual (NSA/CSS PMM), Chapter 360, Time and Attendance, Section 1, 1-3 Policy
- (U) NSA/CSS PMM, Chapter 360, Section 2, Time and Attendance, Section 2, Responsibilities
- (U) NSA/CSS PMM Chapter 366, Section 1-3, General Principles for On-The-Job Conduct
- (U) NSA/CSS PMM, Chapter 366, Section 2, Personnel and Security Standards

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III. (U) FINDINGS

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(U//~~FOUO~~) ***ALLEGATION 1:*** *Did* [redacted] *misuse the government unclassified computer system for her personal business?*

(U//~~FOUO~~) ***CONCLUSION:*** *Substantiated. The preponderance of the evidence supports the conclusion that* [redacted] *misused the government unclassified computer system by soliciting and selling for her personal business in violation of DoD Joint Ethics Regulation (JER) 5500.07-R Section 2-301.a; 5 C.F.R. 2635.101(b)(9); NSA/CSS Policy 6-6 Paragraph 3; NSA/CSS Policy Manual 6-3, Chapter 2, Paragraph 3.b ; and NSA/CSS PMM, Chapter 366, Section 1-3(H).*

(U) Documentary Evidence

(U//~~FOUO~~) **Analysis of** [redacted] **Unclassified Computer Account.** A review of [redacted] unclassified government computer account was conducted for the period of May 2012 to June 2013. The search disclosed three contracts and a detailed business expense report related to [redacted] business, [redacted] The following three personal business contracts and an expense report were found (Appendix B).

(U//~~FOUO~~) **Contract with** [redacted]

(U//~~FOUO~~) An independent contract agreement that states "This Agreement made and entered into this 4th day of August 2012 is between [redacted] trading as [redacted] (hereinafter referred to as [redacted] with principal office located at [redacted] and [redacted] (hereinafter referred to as "Client"). The purpose of this Agreement is to [redacted] The agreement stated compensation for [redacted] total fee for the [redacted] will be $650.00 to be paid in full [redacted]

(U//~~FOUO~~) **Contract with** [redacted]

(U//~~FOUO~~) An independent contract agreement that states "This Agreement made and entered into this 2nd day of September 2012 is between [redacted] trading as [redacted] with principal office located at [redacted] and [redacted] (hereinafter referred to as "Client"). The purpose of this Agreement is to [redacted] The agreement stated compensation for [redacted] total fee for the [redacted] will be $225.00 to be paid in full [redacted]

(U//~~FOUO~~) **Contract with** [redacted]

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(U//~~FOUO~~) An independent contract agreement that stated "This Agreement made and entered into this 13th day of April 2013 is between [redacted] trading as [redacted] (hereinafter referred to as [redacted]) with principal office located at [redacted] and [redacted] (hereinafter referred to as "Client"). The purpose of this Agreement is to [redacted] The agreement stated compensation for [redacted] total fee for the [redacted] will be $1800.00 to be paid in full [redacted]

(U//~~FOUO~~) **Expense Report**

(U//~~FOUO~~) A detailed business expense report for [redacted] for calendar years 2009, 2010, and 2011.

(U//~~FOUO~~) **State of Maryland, Department of Assessments and Taxation Records, Charter Division.** Records reviewed show that on [redacted] applied for a trade name registration with the State of Maryland, Department of Assessments and Taxation, Charter Division. The trade name was listed as [redacted] with a street address of [redacted] The trade name application was approved on [redacted] and the description of the business was noted as [redacted] is noted as the primary owner (Appendix C).

(U) Testimonial Evidence

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(U//~~FOUO~~) [redacted]

(U//~~FOUO~~) On 28 October 2013, [redacted] was interviewed and provided the following sworn testimony.

(U//~~FOUO~~) [redacted] entered on duty with NSA on [redacted] and has been assigned to [redacted] since that time. [redacted] She uses NSAnet and an unclassified government computer account to perform her work. Upon arrival at her work station each day, she logs on to her NSAnet and unclassified computer account. After she logs on to her unclassified computer account she opens her agency and her Google email (Gmail) accounts and uses them throughout her work day.

(U//~~FOUO~~) [redacted] is supervised by [redacted] until her new supervisor, [redacted] was her supervisor from her EOD date until the beginning of July 2013. He is no longer assigned to [redacted]

(U//~~FOUO~~) [redacted] has a [redacted] business known as [redacted] On at least 20 to 30 occasions since EOD she has used the unclassified government computer during work hours to access her Gmail account and correspond with potential clients and check her business website [redacted]. She used the unclassified government computer system to send price lists, contracts, and business waiver information to prospective customers with the hope they would hire her [redacted] work for them. She puts together contracts for prospective clients from her home computer and emails them to her Gmail account. [redacted]

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said that on at least three occasions during her work day she sent contracts containing price packages to potential clients to solicit and sell her services via her Gmail account using her Agency unclassified system. She sent contracts to in August 2012, in September 2012, and in April 2013. could not recall if there were other clients whom she contacted from work.

(U//~~FOUO~~) She did not realize that using the unclassified government computer system for her business was prohibited. She was told in New Employee Orientation (NEO) that employees were allowed to check their personal e-mail. acknowledged she should have checked her email during her lunch break. said that if she had spare time during the work day, she thought that it was alright to access her Gmail because she was still getting her work done. She admitted to working on her personal business while at work but she did not think it was a big deal. stated that she never discussed the use of her unclassified NSA computer account with her supervisor

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(U//~~FOUO~~)

(U//~~FOUO~~) On 29 October 2013, was interviewed and provided the following sworn testimony.

(U//~~FOUO~~) was supervisor in from He knew as a contractor, about a year and a half before her EOD with the Agency. While he was supervisor, she had mentioned to him that she had a business and a

(U//~~FOUO~~) was not aware that was using her government computer for her business. said that he always assumed that her use of her unclassified government computer system was work related. She never approached him with any questions or concerns related to her computer use. would use her unclassified government computer account to contact

(U//~~FOUO~~)

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(U//~~FOUO~~) On 1 November 2013, was interviewed and provided the following sworn testimony.

(U//~~FOUO~~) said that a co-worker of could see that was using her unclassified computer account to throughout her work day. reported this concern to him around the March 2013 timeframe when did not talk to about her unclassified government computer system usage but he did inform said that his policy is that employees may use their unclassified government

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computer accounts during their lunch break for their personal use as long as the sites they visit are appropriate and they are not violating any Agency policy. [redacted] had no knowledge regarding [redacted] use of her unclassified government computer system to conduct personal business activities.

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(U) Analysis and Conclusions

(U//~~FOUO~~) DoD Joint Ethics Regulation (JER) 5500.07-R Section 2-301.a; states that Federal Government communication systems shall be for official use or authorized purposes only. Authorized purposes include personal communications that are most reasonably made while at work and such use must not reflect adversely on the DoD, such as unofficial advertising or soliciting or selling except on authorized bulletin boards established for such use. 5 C.F.R. Part 2635.101(b)(9) states that employees shall protect and conserve federal property and shall not use it for other than authorized activities. NSA/CSS Policy 6-6 Paragraph 3 and NSA/CSS Policy Manual 6-3, Chapter 2, Paragraph 3.b state that personal communication on a Federal Government Information System will be limited and consistent with the provisions contained in the DoD JER. NSA/CSS PMM, Chapter 366, Section 1-3 (H) requires employees to use Federal property and equipment "properly."

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(U//~~FOUO~~) [redacted] has been employed by NSA since [redacted]. She testified that over this period, she operated her personal [redacted] business using her unclassified NSA computer account while working for [redacted]. Each day she would access her Gmail account on her Agency unclassified computer, and on at least 20 or 30 occasions corresponded with potential clients and checked her business's website. She solicited business by sending price lists, contracts, and other information to prospective customers. She never requested, nor obtained, the permission of her supervisors to use her computer systems for this purpose. [redacted] use of the government computer system to run her [redacted] business while at work was not an unauthorized use of a government system. The preponderance of the evidence supports the conclusion that [redacted] violated DoD Joint Ethics Regulation (JER) 5500.07-R Section 2-301.a, Use of Federal Government Resources; 5 C.F.R. 2635.101 (b)(9) Basic Obligation of Public Service; NSA/CSS Policy 6-6, Use of Unclassified Information Systems such as the Internet; NSA/CSS Policy Manual 6-3, Chapter 2, Paragraph 3.b, Information System User and Supervisor Responsibilities; NSA/CSS PMM Chapter 366, Section 1-3, General Principles for On-The-Job Conduct; and NSA/CSS PMM, Chapter 366, Section 1, 1-3, (H), when she misused the NSA unclassified computer account by soliciting and selling for her personal business.

(U//~~FOUO~~) ***ALLEGATION 2:*** ***Did [redacted] engage in misuse of her unclassified computer system by having daily excessive non-work related email exchanges with her friends and a family member?***

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(U//~~FOUO~~) ***CONCLUSION:*** *Substantiated. The preponderance of the evidence supports the conclusion that [redacted] engaged in misuse of her unclassified computer system by having daily, excessive, non-work related email exchanges with her friends and a family member in violation in violation of DoD Joint Ethics Regulation (JER) 5500.07-R Section 2-301.a; 5 C.F.R. 2635.101(b)(9); NSA/CSS Policy 6-6 Paragraph 3; NSA/CSS Policy Manual 6-3, Chapter 2, Paragraph 3.b); and NSA/CSS PMM Chapter 366, Section 1-3(H).*

(U) Documentary Evidence

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(U//~~FOUO~~) **Analysis of [redacted] unclassified email activity:**

(U//~~FOUO~~) A review of [redacted] unclassified NSA email account for the period of 8 January 2013 to 14 June 2013 showed that she sent and received 1,262 emails, over 900 of which were purely personal in nature. The non-work related emails were sent to and from [redacted] during her documented work day of 0600 to 1430. The emails were sent to and from [redacted] unclassified work email address of [redacted] There was also evidence of her sending personal emails via her Gmail account during work hours, however, the OIG was unable to determine the extent of that usage[2]. The email exchanges showed that [redacted] spent a considerable part of her work day engaged in email conversations with friends and a family member. There were 10 noteworthy email exchanges that took place over the whole day or more and included over 25 email exchanges with a single person. The OIG created a spreadsheet of the email exchanges during the period of 8 January to 14 June 2013 to show the dates of each email exchange, the overall duration of time of the entire email exchange, the number of to and from exchanges, and the general content of the exchanges. The spreadsheet shows that [redacted] spent a considerable amount of time since 8 January 2013 having non-work related email exchanges with friends and a family member that had no bearing on her work duties at [redacted] (Appendix D).

(U) Testimonial Evidence

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(U//~~FOUO~~) [redacted]

(U//~~FOUO~~) On 28 October 2013, [redacted] was interviewed and provided the following sworn testimony.

(U//~~FOUO~~) [redacted] has non-work related e-mail correspondence with approximately a dozen friends and one family member via her Agency owned unclassified computer system. The majority of her email exchanges with her friends occur via her unclassified work email address of [redacted] and a few email exchanges with a family member occur via her Gmail address of [redacted] She does not see any problems with having

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[2] The OIG was unable to review the full extent of [redacted] Gmail activity because only a few copies of her Gmail email were found in her NSA email account.

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her unclassified email communication with friends and a family member because she's was not "parked on it" for a long period of time and is able to get her work assignments completed. [redacted] stated that she never discussed the use of her unclassified NSA computer account with her supervisor, [redacted]

(U//~~FOUO~~) [redacted]

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(U//~~FOUO~~) On 29 October 2013, [redacted] was interviewed and provided the following sworn testimony.

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(U//~~FOUO~~) [redacted] was [redacted] supervisor in [redacted] from [redacted] always assumed that [redacted] unclassified government computer system use was work related [redacted] He never had a discussion with [redacted] regarding her usage of the unclassified NSA computer account for personal use and nor did she ever ask permission to use it for non-work related purposes.

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(U//~~FOUO~~) [redacted]

(U//~~FOUO~~) On 1 November 2013, [redacted] was interviewed and provided the following sworn testimony.

(U//~~FOUO~~) Other than [redacted] advising him that [redacted] was using her unclassified government computer system to visit shopping sites, he was not aware of any other computer misuse. Had she consulted with him, he would have told her that she was given access to an unclassified computer account to perform official work duties and that her personal communication should be brief and done around lunch breaks or after duty hours.

(U) Analysis and Conclusions

(U//~~FOUO~~) DoD JER 5500.07-R, Section 2-301.a; states that Federal Government communication systems and equipment shall be for official use and authorized purposes only. Authorized purposes include brief personal communication that do not adversely affect the performance of official duties by the DoD employee, are of reasonable duration and frequency, and whenever possible, made during the DoD employee's personal time such as after duty hours or lunch periods. NSA/CSS Policy 6-6 and NSA/CSS Policy Manual 6-3, Chapter 2, Paragraph 3.b state that personal communication, when authorized by their immediate supervisor, on a Federal Government Information System, will be limited. NSA/CSS PMM, Chapter 366, Section 1-3 (H) requires employees to use Federal property "properly."

(U//~~FOUO~~) At the beginning of each work day, [redacted] logged on to her unclassified computer account then simultaneously opened up her agency sponsored email account as well as her Gmail account. She did this to be able to communicate with her friends and a family member throughout her workday. The OIG's review of [redacted] email exchanges over the sample period of 8 January to 14 June 2013 produced over 900 email exchanges that contained no work content. These emails showed that it was an almost a daily occurrence for [redacted] to have email exchanges with friends or a family member. Ten of [redacted] exchanges lasted a day or more and included over 25 or more email exchanges with a single person. [redacted] never consulted with her management to gain approval for her personal usage. Had she consulted with her management, [redacted] would have learned that she was given access to an unclassified computer account to perform official work duties and that personal communication should be brief and done around her personal time such as during lunch breaks or after duty hours.

(U//~~FOUO~~) [redacted] email communications via her NSA unclassified computer account with her friends and a family member were very frequent and of extended duration, and were not routinely made during her personal time. Therefore, the preponderance of the evidence supports the conclusion that [redacted] violated DoD Joint Ethics Regulation (JER) 5500.07-R Section 2-301.a; NSA/CSS Policy 6-6, Paragraph 3; NSA/CSS Policy Manual 6-3, Chapter 2, Paragraph 3.b; and NSA/CSS PMM Chapter 366, Section 1-3(H).

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(U//~~FOUO~~) ***ALLEGATION 3:*** *Did [redacted] knowingly submit false and inaccurate timesheets?*

(U//~~FOUO~~) ***CONCLUSION:*** *Not substantiated. Due to the [redacted] access control limitations and routine "piggybacking" of access by [redacted] assignees, there was insufficient evidence to determine whether [redacted] knowingly and deliberately submitted false time sheets in violation of NSA/CSS PMM Chapter 360, §1-3(a) and 2-7(a); 5 C.F.R. 2635.101(b)(5); 18 U.S.C. § 1001; and 18 U.S.C. § 287.*

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(U) Documentary Evidence

(U//~~FOUO~~) [redacted] **review of** [redacted] **time and attendance analysis.**

(U//~~FOUO~~) On 15 May 2013, the OIG contacted [redacted] immediate supervisor, advising him that an allegation was received indicating that [redacted] was not accurately documenting her time and attendance records. The OIG provided [redacted] with a three month analysis of [redacted] timesheets and access control records for the period of 22 January to 19 April 2013. On 30 May 2013, [redacted] provided the OIG with his analysis of [redacted] time and attendance. [redacted] analysis showed that [redacted] claimed 18.25 more hours than she worked. As part of his

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analysis, [redacted] provided a separate email to the OIG to advise that he could not confirm her end of the day departure times because the doors she departed through do not have access control readers to record her actual departure time. [redacted] also said that timesheets and leave requests of all [redacted] employees are closely scrutinized by the [redacted] management team and there was no indication that led him to believe that [redacted] had falsified her time and attendance records (Appendix E).

(U//~~FOUO~~) [redacted] **emailed comments about her time and attendance.** On 29 October 2013, [redacted] emailed the OIG a copy of comments that she had provided to [redacted] as a result of the OIG inquiry about her Time and Attendance in May 2013. In [redacted] analysis, she provided hand written comments accounting for all of her time worked over the period of 22 January to 19 April 2013, with no discrepancies noted (Appendix F).

(U//~~FOUO~~) **OIG Analysis of [redacted] Security Video.** Due to the access control limitations at [redacted] during the period of 9 to 30 September 2013, the OIG reviewed video recordings of [redacted] security cameras monitoring [redacted] egress points and compared [redacted] arrival and departure times with her timesheets.[3] [redacted] timesheet consistently matched the video timestamp of her arrival and departure. However, there were 10 days that [redacted] left [redacted] around 1200 pm. On seven of those days [redacted] was away from [redacted] for more than a 30 minute lunch period. Over the seven days she was absent approximately 1 hour and 30 minutes more than a lunch break permitted, yet that time was not documented on her timesheet (Appendix G).

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(U) Testimonial Evidence

(U//~~FOUO~~) [redacted]

(U//~~FOUO~~) On 28 October 2013, [redacted] was interviewed and provided the following sworn testimony.

(U//~~FOUO~~) [redacted] works at [redacted] and her work schedule is 0600 to 1430 Monday through Friday. [redacted] enters the [redacted] through a door designated as [redacted] This door leads into a small vestibule and a second door, designated as [redacted] She then proceeds through the [redacted] to a door, designated as [redacted] which is an entrance to a SCIF area. This is where her desk is located and where she accesses and uses NSAnet and her unclassified computer. As needed, she also goes into another SCIF area [redacted] that has two entrance doors designated as [redacted] and [redacted] [redacted] said that for the last four weeks she has been temporarily assigned to the [redacted] SCIF area accessed through doors [redacted] and [redacted] Each door has an access control badge

[3] OIG review of the [redacted] video recording occurred in September 2013, after [redacted] was notified that she was under investigation for submission of false time sheets.

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swipe for entry only. Most [redacted] assignees entering [redacted] piggyback behind the person preceding them, and therefore do not have to swipe their badge.

(U//~~FOUO~~) [redacted] said that she has never submitted a fraudulent timesheet. Her timesheets are accurate and reflect when she arrives at work and when she ends her work day. She sometimes forgets to record her time upon arrival or prior to departure and she must rely on her memory. [redacted] counseled her a few months ago about annotating her timecard daily so she would not have to rely on her memory. He told her that he did not believe that she was falsifying her time and attendance, but that a co-worker, [redacted] saw her re-creating her work hours for several days on a timesheet. [redacted] e-mailed [redacted] and copied her, to advise him that a timesheet she was about to submit had not been filled out daily.

(U//~~FOUO~~) She met with [redacted] in late May 2013, when he was her supervisor, about time and attendance[4]. [redacted] advised that the Agency was auditing everyone's time and attendance and she did not have anything to be worried about. He provided her the OIG analysis of her access control records and timesheet information but he did not disclose to her that the information came from the OIG and that the inquiry was specifically about her. [redacted] had provided [redacted] written explanations of her time and attendance from 22 January to 19 April 2013 and she did not agree that she was discrepant 18.25 hours over this period. The records that [redacted] provided to the OIG were reviewed with [redacted] Sometimes the time sheet entries did not match with her access control records because when she leaves at the end of a workday she exits through doors that do not have access control points to record her exact exit time. She routinely leaves [redacted] to take lunch breaks and the breaks are normally more than 30 minutes. It is common practice that [redacted] civilian employees are allowed take up to an hour lunch break because [redacted] assignees work non-stop throughout the workday and the work conditions inside are not the greatest due to lack of windows to see outside. Most [redacted] assignees, to include her, routinely take an hour lunch break every day. When she started her job at [redacted] she was told by [redacted] that she was permitted to take an hour lunch break and she has continued to do so throughout her assignment at [redacted] The hour lunch break rule is endorsed by [redacted] and [redacted]

(U//~~FOUO~~) [redacted] said that she did not lie on her time sheets. She does take an hour lunch break every day because she was told she could and everyone around her takes an hour break.

(U//~~FOUO~~) [redacted]

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(U//~~FOUO~~) On 29 October 2013, [redacted] was interviewed and provided the following sworn testimony.

[4] (U//~~FOUO~~) The meeting that [redacted] had with [redacted] regarding her time and attendance was a result of OIG's request to [redacted] on 15 May 2013, to review with her the OIG's analysis of her access control records and timesheets to identify any mitigation to discrepant hours.

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(U//~~FOUO~~) co-worker, raised a concern to him about her time and attendance and as a result he would occasionally review her JSignout to see that she was getting to work on time. When she first came into the office her work hours were 0630 to 1500 but there were times when she came in five minutes late. He reminded her that if she was coming in late she had to make sure that she made the time up at the end of the work day and that she had to make sure the timesheet was accurate. work location is adjacent to and from where he sits he easily see computer monitor. He could not remember when, but advised him that could see that her time sheet entries were not accurate with her arrival and departure times.

(U//~~FOUO~~) When he received the OIG spreadsheet concerning time and attendance analysis in May 2013 he was concerned how to broach the allegation with her because he did not want her to think there was a complaint raised by a co-worker. In his opinion, telling her that the time and attendance allegation was against her would have increased the animosity in the work area. had review the spreadsheet but did not tell her that it came from OIG. He also reviewed the spreadsheet and compared it to her timesheets and recalled only minor discrepancies.

(U//~~FOUO~~) is not "one hundred percent" sure there is a policy that limits lunches to 30 minutes. If a assignee goes beyond that time they are supposed to tell their supervisor and indicate the extra time taken on the timesheet. He did not watch everyone so he really didn't know what everyone was doing, but in his opinion, the supervisor should know when their employees leave . Combining the 30 minute lunch and two 15 minute breaks was acceptable as long as the supervisor was aware and he believes that did regularly leave for a lunch break around noon.

(U//~~FOUO~~) He is certain that individuals assigned to routinely "piggyback" into the facility by following the person in front of them through the access control points. Everyone knows one another at and as a common courtesy they hold the entrance door open for the person coming behind them. Employees also piggyback as they leave the

(U//~~FOUO~~) (b)(3) - P.L. 86-36

(U//~~FOUO~~) On 1 November 2013, was interviewed and provided the following sworn testimony.

(U//~~FOUO~~) The first time he learned that might have a time and attendance concern was when advised him that the OIG had contacted him in May 2013. As a result, asked to keep an eye on time and attendance for a two or three week period. would send him emails about time of arrival and departure and he would compare them to timesheets. He is confident that her timesheets are accurate, particularly the most recent ones, because about three weeks ago he talked to her about entering her arrival and departure times when they happen and she told him that she was accurately documenting her timesheets daily. Within the last three months he

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installed a timesheet reminder that pops up on her NSAnet when she logs in. When he discussed the timesheet issue with her, she was adamant that she was being accurate with her timesheet entries and she was not committing time card fraud. He has no doubt that she was filling out her time sheet correctly.

(U//~~FOUO~~) Since there are no access control turnstiles at [redacted] assignees routinely piggyback into the facility by following the cleared person in front of them. Everyone knows each other at [redacted] so they know they are authorized to enter. He is not aware of a policy that prohibits piggybacking. Since [redacted] assignees routinely piggyback into the facility he is certain that access control records do not always match up with individual timesheet entries.

(U//~~FOUO~~) There are times when [redacted] end of the day access control record does not match up with her timesheet entry because [redacted] sometimes ends her day working [redacted] and an access control reader is not swiped when she leaves.

(U//~~FOUO~~) [redacted] also stated that he routinely allows [redacted] assignees, including [redacted] to take up to an hour lunch break because [redacted] does not have a cafeteria or vending machines. Allowing up to an hour lunch break is an unwritten policy. It is difficult to get lunch in the area in 30 minutes due to crowded roads and restaurants caused by the proximity [redacted] has worked at NSA for over [redacted] and every office he has worked in has an unwritten policy to allow employees to take an hour meal period by combining the uncompensated 30 minute meal period with two 15 minute compensated rest periods. He knows that the Agency policy is that employees may take a 30 minute uncompensated meal period, but because there are no lunch facilities at [redacted] it is impossible to get lunch in 30 minutes.

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(U) Analysis and Conclusions

(U//~~FOUO~~) 18 U.S.C. § 1001; 18 U.S.C. § 287; NSA/CSS PMM Chapter 360, 1-3(a) and 2-7(a); and 5 C.F.R. Part 2635101(b)(5) prohibit employees from knowingly making false or fraudulent claims, requires all employees to ensure that all information relevant to their time and attendance is recorded accurately, and requires them to put forth an honest effort in the performance of their duties.

(U//~~FOUO~~) Due to the lack of access control terminals at [redacted] and employees piggybacking, the OIG was not able to get an accurate accounting of [redacted] time and attendance for the period of 22 January to 19 April 2013. During our investigation, we found that there are no turnstiles or high security portals at [redacted] to supplement the access control readers or to act as control barriers. Because of these access control limitations, [redacted] assignees routinely piggyback access into and out of [redacted] and their entry and exit times are not recorded.

(U//~~FOUO~~) A review of [redacted] security cameras, for a 10 day period, indicated that [redacted] accurately recorded her entry and exit times. While both video from the security

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cameras, and [redacted] testimony, indicated that she took lunch breaks in excess of the 30 minutes without documenting them accurately on her timesheet, she did this with full knowledge of and approval of her supervisors, therefore there was insufficient evidence to substantiate she knowingly violated policy.

(U//~~FOUO~~) Chief, [redacted] will be notified that [redacted] assignees at [redacted] do not always record their entry and exits in the access control system in accordance with NSA/CSS Policy 5-7 which states "all individuals are required to use the Access Control System when entering and exiting NSA/CSS control facilities." Additionally, Chief, [redacted] will be notified that the local interpretation of up to one hour meal period policy is improper and contrary to the NSA/CSS PMM Chapter 362, Section 2-18(b) which states a rest period may not be a continuation of the meal period and it may not be combined with the meal period.

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IV. (U) RESPONSE TO TENTATIVE CONCLUSION(S)

(U//~~FOUO~~) On 4 September 2014, the OIG notified [redacted] of the tentative conclusions. On the same day, [redacted] emailed the OIG with her response stating she concurred with the findings. No additional information was provided by [redacted] and her response is attached in Appendix H.

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V. (U) CONCLUSION

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(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that that [redacted] engaged in misuse of her unclassified government computer account by running a [redacted] business, in violation of DoD Joint Ethics Regulation (JER) 5500.7-R Section 2-301.a; "Use of Federal Government Resources", 5 C.F.R. 2635.101(b)(9); Basic Obligation of Public Service, NSA/CSS Policy 6-6, Paragraph 3,"Use of Unclassified Information Systems such as the Internet", NSA/CSS Policy Manual 6-3, "Chapter 2, Paragraph 3.b; Information System User and Supervisor Responsibilities, and NSA/CSS PMM, Chapter 366, Section 1-3 General Principles for On-The-Job Conduct, NSA/CSS PMM, Chapter 366, Section1, 1-3.

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that [redacted] email communications via her NSA unclassified computer account with her friends and a family member were very frequent and of extended duration, and were not routinely made during her personal time in violation of DoD Joint Ethics Regulation (JER) 5500.7-R Section 2-301.a; "Use of Federal Government Resources"; NSA/CSS Policy 6-6, Paragraph 3, "Use of Unclassified Information Systems such as the Internet"; and NSA/CSS Policy Manual 6-3, Chapter 2, Paragraph 3.b, "Information System User and Supervisor Responsibilities"; and NSA/CSS PMM Chapter 366, Section 1-3(H).

(U//~~FOUO~~) The preponderance of the evidence does not support the conclusion that [redacted] knowingly and deliberately submitted false time sheets in violation of 18 U.S.C. § 1001; 18 U.S.C. § 287; NSA/CSS PMM Chapter 360, 1-3.a and 2-7.a; and 5 C.F.R. Part 2635.101(b)(5).

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VI. (U) DISTRIBUTION OF RESULTS

(U//~~FOUO~~) A summary or copy of this report of investigation will be provided to:

A. Q242, ADS&CI, Special Actions for information.

B. MR, Employee Relations.

[redacted]
Assistant Inspector General

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Concurred by:

[redacted]
Assistant Inspector General
for
Investigations

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APPENDIX A

(U) Applicable Authorities

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(U) Applicable Authorities

(U) DoD Joint Ethics Regulation (JER) 5500.07-R Subpart 2-301: "Use of Federal Government Resources"

A. Communication Systems. Federal Government communication systems and equipment (including Government owned telephones, facsimile machines, electronic mail, internet systems, and commercial systems when use is paid for by the Federal Government) shall be for official use and authorized purposes only.

2. Authorized purposes include brief personal communications from the DoD employee's usual work place that are most reasonably made while at the work place (such as checking in with spouse or minor children; scheduling doctor and auto or home repair appointments; brief internet searches; e-mailing directions to visiting relatives) when the Agency Designee permits categories of communications, determining that such communications.

a. Do not adversely affect the performance of official duties by the DoD employee or the DoD employee's organization.

b. Are of reasonable duration and frequency, and whenever possible, made during the DoD employee's personal time such as after duty hours or lunch periods.

c. Serve a legitimate public interest (such as keeping DoD employees at their desks rather than requiring the use of commercial systems; educating the DoD employee on the use of the communications system; improving the morale of the DoD employees stationed for extended periods away from home; enhancing the professional skills of the DoD employee; job-searching in response to Federal Government downsizing).

d. Do not put Federal Government communications systems to uses that would reflect adversely on DoD or the DoD Component (such as unofficial advertising, soliciting or selling except on authorized bulletin boards established for such use; violations of statute or regulation; and other uses that are incompatible with public service.

(U) 5 C.F.R. Part 2635-Standards of Ethical Conduct for Employees of the Executive Branch. Subpart A-General Provisions. §2635.101 Basic obligation of public service:

"Public service is a public trust. Each employee has a responsibility to the United States Government and its citizens to place loyalty to the Constitution, laws and ethical principles above private gain.

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General principles: The following general principles apply to every employee and may form the basis for the standards contained in this part...

1. Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain...

5. Employees shall put forth honest effort in the performance of their duties...

7. Employees shall not use public office for private gain...

9. Employee shall protect and conserve Federal property and shall not use it for other than authorized activities.

(U) 5 C.F.R. Part 2635-Standards of Ethical Conduct for Employees of the Executive Branch. Subpart A-General Provisions. §2635.705(a) Use of official time:

(a). Use of an employee's own time. Unless authorized in accordance with law or regulations to use such time for other purposes, an employee shall use official time in an honest effort to perform official duties.

(U) NSA/CSS Policy Manual 6-6, "Use of Unclassified Information Systems such as the Internet" (revised 15 October 2013)

3. Supervisors may authorize NSA/CSS affiliates to conduct limited personal communications while using an NSA/CSS-sponsored account for official business, or while using U.S. Government resources such as ISs consistent with the provisions contained in the Joint Ethics Regulation (JER).

25. n. All Users shall use good judgment and common sense when accessing and/or communicating on unclassified ISs.

(U) NSA/CSS Policy Manual 6-3, "Chapter Two, Information System User and Supervisor Responsibilities"(revised 29 October 2013)

3. (U//~~FOUO~~) All NSA/CSS IS users shall:

b. (U) Use Information System for official government and/or mission-related purposes. However, after obtaining their immediate supervisor's authorization, users may conduct limited personal communications while using an NSA/CSS sponsored account or while using U.S. Government resources, such as ISs, consistent with the provisions contained within the Joint Ethics Regulation (JER).

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(U) NSA/CSS Personnel Management Manual (PMM), Chapter 366, Section 1-3 General Principles for On-The-Job Conduct:

Section 1-3. GENERAL PRINCIPLES FOR ON-THE-JOB CONDUCT

Generally, every employee is expected to:

(A) Uphold the public trust by placing the Constitution, the laws and ethical principles above private gain.

(H) Conserve, protect, and properly use Federal funds, property, equipment, and materials;

Section 2-3. PHYSICAL SECURITY REQUIREMENTS

Employees must:

(A) Observe rules and regulations covering the secure operations and authorized use of NSA/CSS automated information systems (AISs) and networks…

(U) NSA/CSS PMM, Chapter 366, Section 1, 1-3, General Principles for On-The-Job Conduct:

E. Give thorough, efficient and industrious service in the performance of assigned duties …

(U) 18 U.S.C. § 1001, False Statements:

". . . whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States knowingly and willfully— 1) falsifies, conceals or covers up by any trick, scheme, or devise a material fact; 2) makes any materially false, fictitious, or fraudulent statement or representation; or 3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title or imprisoned not more than five years . . ."

(U) 18 U.S.C. § 287, False Claims:

"Whoever makes or presents to any person or officer in the civil, military, or naval service of the United States, or to any department or agency thereof, any claim upon or against the United States, or any department or agency thereof, knowing such claim to be false, fictitious, or fraudulent, shall be imprisoned not more than five years and shall be subject to a fine provided in this title."

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(U) NSA/CSS PMM, Chapter 360, Section 1, 1-3 Policy:

"All NSA/CSS civilian personnel receive compensation based on federal law. The Comptroller General of the United States determines the procedures that govern the administration of timesheets for civilian employees. To ensure full compliance with these procedures, the Agency has established the following policies: 1). Timesheets are maintained on a daily basis; and 2). Timecard fraud is a federal crime and must be reported to the Inspector General."

(U) NSA/CSS PMM, Chapter 360, Section 2, Responsibilities:

"2.7. Employees: (a) Ensure that all information relevant to their time and attendance is recorded accurately."

(U) NSA/CSS PMM, Chapter 366, Section 2, Personnel and Security Standards:

"Employees granted access to classified information and Sensitive Compartmented Information must be stable; trustworthy; reliable; of excellent character, judgment and discretion; and of unquestioned loyalty to the United States. Any conduct including off-duty conduct that brings into question these character traits may be cause for appropriate security action and in some cases administrative action. The following illustrations are provided as examples and are not inclusive:

"Deliberate misrepresentations, falsifications, or omission of material facts in any Agency document."

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APPENDIX B

(U//~~FOUO~~) Evidence of [redacted] Personal Business found on her NSA Sponsored Unclassified Computer Account

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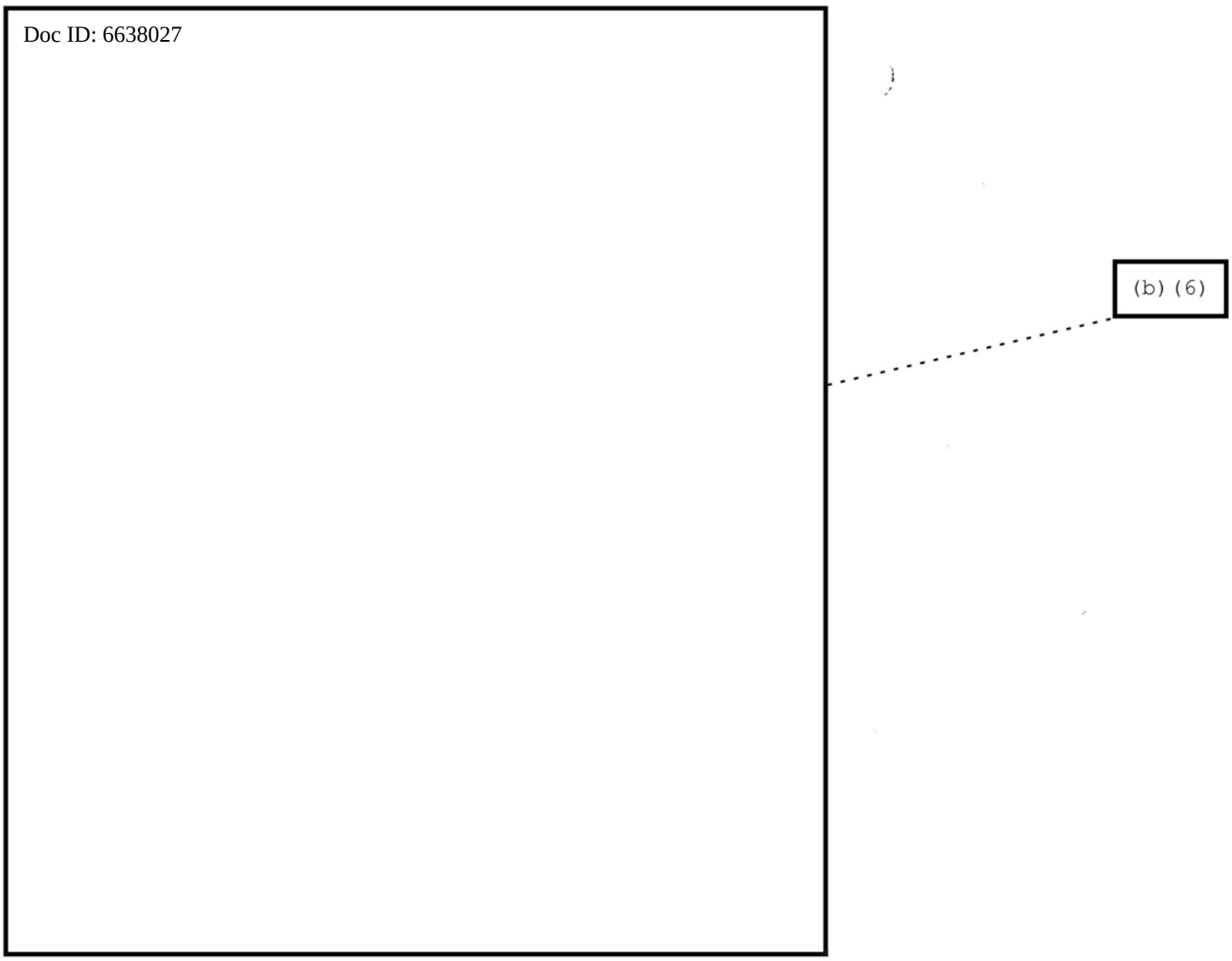
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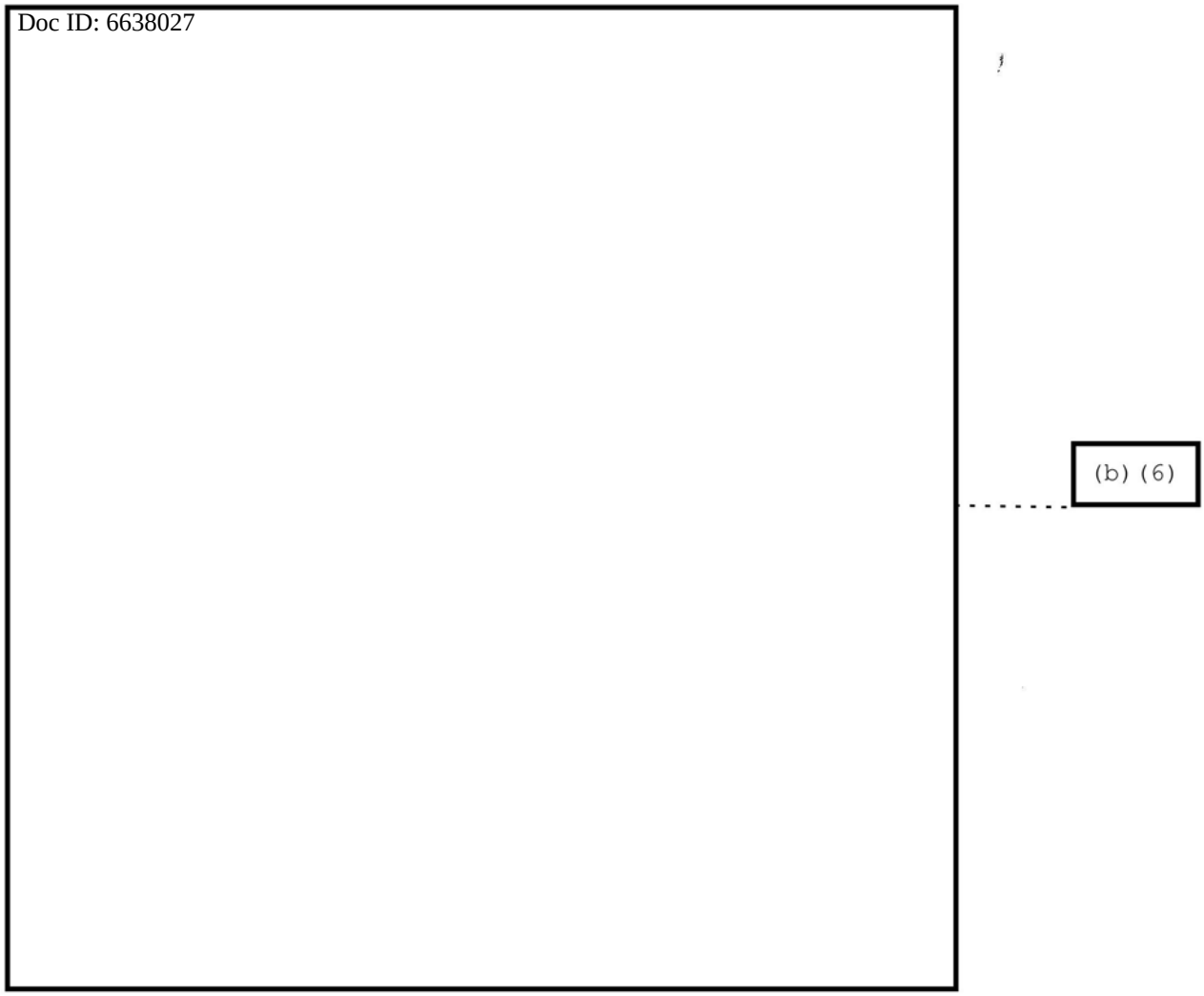
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NSA: 05106

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APPENDIX C

(U) State of Maryland, Department of Assessments and Taxation Records, Charter Division Records for [redacted]

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NSA: 05113

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Release: 2018-10
NSA: 05114

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APPENDIX D

(U) Spreadsheets of [redacted] Email exchanges with Friends and [redacted] for period of 8 January to 14 June 2013

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Non-work Related Email Exchanges

Start Date/Time	End Date/Time	Duration	# of Exchanges
14JUN13@0638	14JUN13@1429	>8hrs	19
13JUN13@0949	13JUN13@1139	<2hrs	9
12JUN13@0640	12JUN13@1014	<.5hrs	5
12JUN13@0634	12JUN13@1356	<.5hrs	4
11JUN13@0851	11JUN13@1318	4.25hrs	16
11JUN13@1322	11JUN13@1424	1 hr	12
10JUN13@0942	13JUN13@1430	>16hrs	47
6JUN13@0629	6JUN13@0908	2.5 hrs	13
5JUN13@1128	5JUN13@1355	2.5hrs	11
4JUNE13@0713	5JUN13@1310	>14hrs	36
3JUN13@0806	4JUN13@0953	3.5hrs	16
28MAY13@1034	29MAY13@1027	1hr	7
28MAY13@0931	31MAY13@1420	27.25	55
24MAY13@0902	29MAY13@0623	<.25hrs	6
21MAY13@1056	22MAY13@0632	3.5hrs	5
20MAY13@0900	20MAY13@1111	>2hrs	7
20MAY13@0711	23MAY13@0906	>8hrs	30
17MAY13@0804	17MAY13@1053	3hrs	10
14MAY13@1059	16MAY13@1021	<3hrs	14
14MAY13@ 0838	14MAY13@1052	<1.5hrs	12
13MAY13@0906	13MAY13@1410	5hrs	9
13May13@0607	13May13@0607	<1min	1
10MAY13@0649	10MAY13@0900	<1hr	3
9MAY13@1310	9MAY13@1431	<1.5hrs	8
9May13@0807	9MAY13@1146	<3.5hrs	15
6MAY13@0722	6MAY13@1129	4hrs	16
30APR13@1010	30APR13@1044	.5hr	4
30APR13@0730	1MAY13@1255	>4hrs	7
26APR13@1425	29APR13@1309	7hrs	18
26APR13@1121	26APR13@1400	<2.5hrs	9
25APR13@0809	26APR13@1101	<6hrs	25
24APR13@0713	24APR13@1200	>5hrs	25
23APR13@0947	23APR13@1304	3.25hrs	12

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22APR13@0919	22APR13@0929	<.25hrs	3
23APR13@0759	23APR13@0812	<.25hrs	4
22APR13@0848	22APR13@1123	2.5hrs	9
22APR13@0830	29APR13@0619	<.25hrs	6
18APR13@0646	19APR13@1426	<5hrs	24
16APR13@0801	16APR13@1009	<2hrs	9
15APR13@1002	16APR13@1010	3.5hrs	23
12Apr13@0942	12Apr13@0942	<1min	1
12MAR13@0746	12MAR13@0920	<2hrs	9
4APR13@1133	22APR13@1425	3hrs	30
8MAR13@0827	12MAR13@0909	7 hrs	40
8MAR13@0800	8MAR13@0855	<1hr	7
5MAR13@0758	5MAR13@1043	2.75hrs	18
4MAR13@1258	4MAR13@1426	2.5hrs	16
4MAR13@0852	4MAR13@1318	<4.5hrs	14
4MAR13@0852	4MAR13@0903	.25hrs	5
25FEB13@1045	7MAR13@1057	<15hrs	51
25FEB13@1000	25FEB13@1332	3.5hrs	8
21FEB13@1255	22FEB13@1118	4.5hrs	11
20FEB13@0632	20FEB13@1033	4hrs	7
19FEB13@1003	22FEB13@1043	<.25hrs	5
15FEB13@0859	15FEB13@1430	5.5hrs	17
11FEB13@0852	11FEB13@0952	1hr	4
11FEB13@0758	11FEB13@0957	2hrs	7
8FEB13@0941	8FEB13@1018	>.5hrs	4
8FEB13@0906	8FEB13@1004	<1hr	3
7FEB13@1136	7FEB13@1427	<3hrs	6
7Feb13@0914	7Feb13@0914	<1min	1
6FEB13@0845	6FEB13@1247	4hrs	18
5FEB13@1533	5FEB13@1430	1hr	10
5FEB13@1224	5FEB13@1245	<.25hrs	3
25JAN13@0947	25JAN13@1055	>1hr	10
22JAN13@1413	23JAN13@1426	>5.5hrs	24
9JAN13@0641	22JAN13@1055	<1hr	7
8JAN13@1420	10JAN13@0845	>7hrs	29

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APPENDIX E

(U) [redacted] review of [redacted] Time and Attendance for the period of 22 January to 19 April 2013, including his email regarding [redacted] and certified timesheets

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Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	18.25 Net Discrepant Hours	Notes
1/22/13	Tue	6:03:34											
		6:03:52											
		6:04:12											
		7:23:48											
		7:36:18											
		8:03:41											
		9:50:40											
		10:31:41											
		10:33:18											
		11:32:24											
		12:34:29											
		12:34:49			6:31:15		y	6:31:15	8:00	1.25		1.25	no lunch
1/23/13	Wed	6:02:20											
		6:02:37											
		6:02:55											
		6:31:05											
		8:25:42											
		10:27:49											
		12:58:57											
		12:59:23											
		13:58:15			7:55:55			7:25:55	8:00	0.50		0.50	
1/24/13	Thu	9:18:05											
		9:18:28											
		9:27:36											
		9:27:42											
		9:27:50											
		9:30:32											
		9:44:15											
		10:27:28											
		10:39:33											
		10:45:07											
		12:02:36											
		12:58:08											
		14:08:11			4:50:06			4:20:06	5:00	0.50		0.50	
1/25/13	Fri	6:08:34											
		6:08:50											
		6:09:07											
		6:28:38											
		6:44:51											
		9:15:48											
		9:44:36											
		9:45:14											
		11:25:09											
		11:50:12											
		13:01:44											
		13:02:13											
		13:02:32											

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Classified By:
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380501~~

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Release: 2018-10
NSA: 05120

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Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	18.25 Net Discrepant Hours	Notes
		13:07:02			6:58:28			6:28:28	7:00	0.50		0.50	
1/28/13	Mon	11:02:54											
		11:03:11											
		11:15:48											
		11:29:34											
		11:30:41											
		13:21:42											
		13:26:33											
		13:56:55			2:54:01			2:24:01	3:30	1.00		1.00	Hours claimed were 3.5
1/29/13	Tue	6:01:20											
		6:01:50											
		6:54:14											
		7:07:03											
		7:08:56											
		8:24:39											
		9:37:54											
		9:38:29											
		10:51:11											
		12:32:36											
		12:32:59											
		12:38:35											
		13:45:59											
		13:50:19			7:48:59			7:18:59	8:00	0.50		0.50	
1/30/13	Wed	6:25:35											
		6:25:56											
		6:26:16											
		7:10:29											
		7:11:24											
		7:22:33											
		8:48:27											
		8:47:34											
		9:18:36											
		10:09:28											
		11:42:37											
		12:48:23											
		12:48:44			6:23:09			5:53:09	7:30	1.50		1.50	Hours claimed 7.5
1/31/13	Thu	6:04:26											
		6:04:46											
		6:05:06											
		7:26:43											
		7:49:07											
		10:27:20											
		10:59:01											
		11:46:24											
		12:45:15											
		12:45:36											
		13:00:33											

(b) (3) - P.L. 86-36

Classified By:
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380301~~

~~CONFIDENTIAL//REL TO USA, FVEY~~

Release: 2018-10
NSA: 05121

Doc ID: 6638027

(b) (3) - P.L. 86-36
(b) (6)

~~CONFIDENTIAL//REL TO USA, FVEY~~

[redacted]

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	18.25 Net Discrepant Hours	Notes
		13:37:58											
		14:15:32			8:11:06			7:41:06	8:00	0.25		0.25	
2/1/13	Fri	6:00:30											
		6:00:52											
		6:01:18											
		6:45:52											
		8:04:05											
		8:50:34											
		11:22:30											
		12:33:48											
		12:34:12			6:33:42			6:03:42	8:00	1.75		1.75	
2/4/13	Mon	6:02:04											
		6:02:23											
		6:02:42											
		7:36:29											
		7:56:09											
		9:12:27											
		9:33:19											
		10:34:03											
		12:31:01											
		12:59:50											
		13:50:34											
		16:12:13											
		16:41:01											
		16:41:07											
		16:42:52											
		16:42:58											
		17:35:32											
		17:35:36											
		17:35:46											
		17:36:32											
		17:53:52			11:51:48			11:21:48	8:00	-3.25		-3.25	
2/5/13	Tue	6:00:39											
		6:01:13											
		6:39:24											
		6:58:08											
		6:59:35											
		7:41:55											
		8:38:38											
		8:42:57											
		9:44:57											
		9:45:09											
		10:29:28											
		11:27:36											
		12:41:43											
		12:42:00											
		14:28:38			8:27:59			7:57:59	8:00	0.00		0.00	

Depart from [redacted] t 1430

[redacted]

(b) (6)

(b) (3) - P.L. 86-36

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380501~~

~~CONFIDENTIAL//REL TO USA, FVEY~~

Release: 2018-10
NSA: 05122

Doc ID: 6638027

(b)(3) - P.L. 86-36
(b)(6)

~~CONFIDENTIAL//REL TO USA, FVEY~~

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	18.25 Net Discrepant Hours	Notes
2/6/13	Wed	6:40:29											
		6:48:53											
		8:19:02											
		10:17:30											
		10:36:50											
		12:33:22											
		12:33:40											
		13:25:52											
		13:25:56											
		13:41:58			7:01:29			6:31:29	8:00	1.25		1.25	
2/7/13	Thu	6:02:42											
		6:03:00											
		6:03:18											
		6:54:48											
		6:58:26											
		6:58:34											
		7:13:51											
		10:47:03											
		11:07:50											
		11:32:54											
		12:38:02											
		12:38:23											
		14:04:38											
		14:09:41											
		14:23:08			8:20:26			7:50:26	8:00	0.00		0.00	
2/8/13	Fri	6:12:22											
		6:12:44											
		7:32:57											
		8:58:35											
		13:12:42											
		13:13:03											
		13:31:45											
		13:40:43			7:28:21			6:58:21	0:00	-6.75		-6.75	Hours claimed were 7.5
2/11/13	Mon	6:14:54											
		6:15:22											
		6:54:54											
		7:07:05											
		7:39:19											
		11:09:58											
		12:53:47											
		12:54:07											
		13:32:06			7:17:12			6:47:12	8:00	1.00		1.00	
2/12/13	Tue	11:55:41											
		11:56:06											
		12:44:00											
		13:25:34			1:29:53			0:59:53	4:00	3.00		3.00	Hours claimed were 2.75

(b)(3) - P.L. 86-36

Classified By:
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20280501~~

~~CONFIDENTIAL//REL TO USA, FVEY~~

Release: 2018-10
NSA: 05123

Doc ID: 6638027

(b)(3) - P.L. 86-36
(b)(6)

~~CONFIDENTIAL//REL TO USA, FVEY~~

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	18.25 Net Discrepant ADJ	18.25 Net Discrepant Hours	Notes
2/13/13	Wed	10:06:54											
		10:07:15											
		10:15:35											
		13:32:30			3:25:36			2:55:36	8:00	5.00		5.00	Hours claimed were 4.25
2/14/13	Thu	6:05:19											
		6:05:39											
		6:31:48											
		6:51:07											
		6:51:17											
		7:43:08											
		10:48:53											
		11:03:31											
		11:05:41											
		13:04:21											
		13:04:42											
		13:41:28											
		13:49:33			7:44:14			7:14:14	8:00	0.75		0.75	
2/15/13	Fri	6:03:17											
		6:03:38											
		6:03:59											
		6:46:49											
		7:12:48											
		8:55:41											
		8:57:31											
		11:52:12											
		13:03:05											
		13:03:24											
		13:53:19											
		13:57:06			7:53:49			7:23:49	8:00	0.50		0.50	
2/19/13	Tue	5:59:26											
		6:26:33											
		6:34:06											
		6:43:20											
		6:51:36											
		8:33:23											
		8:44:19											
		11:33:17											
		12:41:09											
		12:41:30											
		14:26:12			8:28:46			7:58:46	6:45	-1.00		-1.00	Hours claimed were 8
2/20/13	Wed	6:05:34											
		6:06:05											
		6:51:43											
		7:33:32											
		9:02:29											
		9:23:47											
		9:25:15											

(b)(3) - P.L. 86-36

Classified By:
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380501~~

~~CONFIDENTIAL//REL TO USA, FVEY~~

Release: 2018-10
NSA: 05124

Doc ID: 6638027

(b) (3) - P.L. 86-36
(b) (6)

~~CONFIDENTIAL//REL TO USA, FVEY~~

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	18.25 Net Discrepant Hours	Notes
		12:33:11											
		12:33:30											
		12:49:22											
		12:52:07			6:46:33			6:16:33	4:15	-2.00		-2.00	Hours claimed were 8.0
2/21/13	Thu	6:02:46											
		6:40:10											
		7:02:40											
		7:10:10											
		7:13:58											
		7:44:03											
		9:00:14											
		9:18:18											
		10:27:30											
		13:50:03											
		14:53:14			8:50:28			8:20:28	8:00	-0.25		-0.25	
2/22/13	Fri	8:02:51											
		6:03:10											
		6:03:31											
		6:49:29											
		6:49:48											
		6:50:21											
		8:15:42											
		8:25:18											
		8:27:22											
		8:38:21											
		9:43:49											
		12:33:28											
		14:10:13											
		16:03:41											
		16:11:19											
		16:11:24											
		16:52:32											
		16:53:03											
		16:53:14											
		16:53:18											
		17:04:02			11:01:11			10:31:11	8:00	-2.50		-2.50	
2/25/13	Mon	10:10:38											
		10:10:59											
		10:15:33											
		10:16:19											
		11:24:49											
		11:59:59											
		12:01:46											
		12:59:28											
		14:01:23											
		14:31:34			4:20:56			3:50:56	4:00	0.00		0.00	
2/26/13	Tue	5:58:51											

Depart from [redacted] at 1430

(b) (6)

(b) (3) - P.L. 86-36

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380501~~

~~CONFIDENTIAL//REL TO USA, FVEY~~

Release: 2018-10
NSA: 05125

Doc ID: 6638027

(b)(3) - P.L. 86-36
(b)(6)

~~CONFIDENTIAL//REL TO USA, FVEY~~

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	18.25 Net Discrepant Hours	Notes
		5:59:07											
		5:59:25											
		7:01:23											
		9:29:36											
		10:31:30											
		10:31:59											
		10:38:08											
		11:12:44											
		12:32:46											
		12:33:02											
		12:47:18											
		12:50:11											
		14:16:39			8:17:48			7:47:48	8:00	0.00		0.00	
2/27/13	Wed	6:06:54											
		6:07:16											
		6:07:36											
		6:50:38											
		7:36:38											
		8:07:14											
		9:44:46											
		10:16:24											
		10:25:27											
		11:38:07											
		12:49:00											
		12:49:20											
		13:55:08			7:48:14			7:18:14	8:00	0.50		0.50	
3/4/13	Mon	6:03:06											
		6:03:24											
		6:03:42											
		7:16:24											
		8:17:25											
		10:26:08											
		12:32:18											
		12:32:41											
		12:43:25											
		13:56:52											
		14:21:20			8:18:14			7:48:14	8:00	0.00		0.00	
3/5/13	Tue	6:03:32											
		6:03:51											
		6:04:10											
		7:16:39											
		7:19:29											
		7:29:10											
		7:29:18											
		7:51:53											
		8:42:24											
		11:00:20											
		12:35:22											

(b)(3) - P.L. 86-36

Classified By:
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380301~~

~~CONFIDENTIAL//REL TO USA, FVEY~~

Release: 2018-10
NSA: 05126

Doc ID: 6638027

(b)(3) - P.L. 86-36
(b)(6)

~~CONFIDENTIAL//REL TO USA, FVEY~~

													18.25	
					Access	Total	(Y) No lunch	Net	Hours	Discrepant			Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ		Hours	Notes
		12:35:41												
		13:58:46												
		13:59:50												
		14:30:30			8:26:58			7:56:58	8:00	0.00			0.00	
3/7/13	Thu	6:01:36												
		6:01:53												
		6:54:34												
		6:59:02												
		8:03:26												
		8:04:13												
		10:16:15												
		12:33:20												
		12:33:38												
		13:43:07												
		14:12:55												
		14:17:46			8:16:10			7:46:10	8:00	0.00			0.00	
3/8/13	Fri	6:01:20												
		6:01:39												
		6:01:56												
		6:34:58												
		6:51:08												
		7:57:39												
		8:19:40												
		8:27:34												
		12:23:24												
		12:23:45												
		14:08:37												
		14:26:03			8:24:43			7:54:43	8:00	0.00			0.00	
3/11/13	Mon	[redacted]							8:00	8.00	-8.00		0.00	[redacted]
3/12/13	Tue	6:09:15												[redacted]
		6:09:41												
		6:10:11												
		7:13:31												
		7:13:38												
		8:49:12			2:39:57		y	2:39:57	7:00	4.25			4.25	No lunch
4/9/13	Tue	6:23:44												[redacted] per agency guidelines
		7:19:52												
		7:41:50												
		7:51:56												
		8:36:34			2:12:50		y	2:12:50	4:00	1.75			1.75	No lunch
4/10/13	Wed	5:58:03												
		5:58:29												
		5:59:01												
		7:19:51												
		7:21:18												

(b)(3) - P.L. 86-36

(b)(6)

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380501~~

~~CONFIDENTIAL//REL TO USA, FVEY~~

Release: 2018-10
NSA: 05127

Doc ID: 6638027

(b)(3) - P.L. 86-36
(b)(6)

~~CONFIDENTIAL//REL TO USA, FVEY~~

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	18.25 Net Discrepant Hours	Notes
		7:27:50											
		9:26:26			3:28:23		y	3:28:23	4:00	0.50		0.50	No lunch
4/11/13	Thu	5:56:21											
		5:56:52											
		5:57:28											
		6:48:10											
		7:00:51											
		7:21:32			1:25:11		y	1:25:11	4:00	2.50		2.50	No lunch
4/12/13	Fri	6:04:17											
		6:04:40											
		6:05:05											
		7:23:26											
		7:55:25											
		8:04:22											
		8:06:49											
		8:30:40			2:26:23		y	2:26:23	4:00	1.50		1.50	No lunch
4/15/13	Mon	5:45:02											
		5:45:23											
		5:45:48											
		6:22:23											
		6:45:15											
		6:55:12											
		7:28:27											
		7:30:51											
		8:09:53											
		8:26:19											
		8:57:33											
		9:39:16											
		9:41:58			3:56:56		y	3:56:56	4:00	0.00		0.00	No lunch
4/16/13	Tue	6:14:57											
		6:15:17											
		6:15:41											
		6:20:55											
		6:21:59											
		6:23:38											
		7:28:21											
		7:31:25											
		8:19:32											
		8:41:22											
		8:58:04											
		9:39:24											
		9:40:53			3:25:56		y	3:25:56	4:00	0.50		0.50	No lunch
4/17/13	Wed	6:03:01											
		6:03:19											
		6:03:39											
		6:25:04											

(b)(3) - P.L. 86-36

Classified By:
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380501~~

~~CONFIDENTIAL//REL TO USA, FVEY~~

Release: 2018-10
NSA: 05128

Doc ID: 6638027

(b)(3) - P.L. 86-36
(b)(6)

~~CONFIDENTIAL//REL TO USA, FVEY~~

							(Y)				18.25		
				Access	Total	No lunch	Net	Hours	Discrepant		Net Discrepant	
Date	DOW	Time	Location	Gaps	Total	GAP(s)	Claimed	Time	Claimed	Hours	ADJ	Hours	Notes
		7:41:46											
		7:58:04											
		8:52:40											
		8:55:43											
		8:55:51											
		9:00:42			2:57:41		y	2:57:41	4:00	1.00		1.00	No lunch
4/18/13	Thu	6:00:26											
		6:00:43											
		6:01:02											
		7:18:58											
		7:19:02											
		7:20:08											
		8:08:40											
		8:08:57											
		8:30:27											
		8:30:48											
		8:37:49			2:37:23		y	2:37:23	4:00	1.25		1.25	No lunch
4/19/13	Fri	10:41:01											
		11:25:09											
		13:37:36			2:56:35		y	2:56:35	4:00	1.00		1.00	No lunch
													18.25

(b)(3) - P.L. 86-36

Classified By:
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380501~~

~~CONFIDENTIAL//REL TO USA, FVEY~~

Release: 2018-10
NSA: 05129

From:
To:
Subject: (U) investigation
Date: Thursday, May 30, 2013 7:30:14 AM
Importance: High

(b)(3) - P.L. 86-36

Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

In regards to the confirm records on the since there is no actual exit badging, I cannot demonstrate an end of the day departure for Specifically, confirm badge points only have badge in or entry capability.

For the record, timesheets of employees are closely scrutinized by the management team. All leave requests from employees are submitted and approved using MS Outlook Calendar. Prior to management signing timesheets, the times that each employee enters is verified against information on the calendar. This has proven to be an excellent time management tool. There has been no indication that would lead me to believe that has falsified her time and attendance record.

Some background on (b)(6)

is currently here at the

is employed as a Her daily duties require her to

Can you provide some guidance on how to broach this topic with In her position she functions in very close quarters with three other individuals as a team, and I'm concerned that she'll immediately assume that the complaint came from within. This could certainly impact future cohesion.

Thanks,

(b)(3) - P.L. 86-36
(b)(6)

Doc ID: 6638027

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~
CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

(b) (3) - P.L. 86-36
(b) (6)

TIMESHEET FORMAT 2

Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			01/26/13	
STD JON B509				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From) 0600	(To) 1430

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	2		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	
TYPE/SHIFT			RG 0	RG 0	RG 0	RG 0	RG 0			LH 0	RG 0	RG 0	RG 0	RG 0	
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	44	RG	1					8	8	
			2			8	8	5	7	
Sick Leave	12.5	LS	1		8.00	4.50				
			2							
Annual Leave	11.5	LA	1			3.50	8.00			
			2							
Administrative Leave	4	LN	1							
			2					3.00	1.00	
			1							
			2							

(b) (3) - P.L. 86-36

REG	44	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	36	NP/LV	

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON																X		
TUE										0600	1430							8
WED										0600	1430							8
THU	0600	1430							8	0912	1445							5
FRI	0600	1430							8	0607	1337							7
SAT																		

REMARKS
2,3,4-Out Sick
20130124-LN-Code Yellow.
20130125-LN-Early Release.

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
976-6200		

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T/K SID, SID, ORG, Agency to sign)

CERTIFIER'S SIGNATURE

Sent to payroll on: 01/29/2013

Entered in DCPS

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
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Release: 2018-10
NSA: 05131

Doc ID: 6638027

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CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

(b) (3) - P.L. 86-36
(b) (6)

TIMESHEET FORMAT 2

Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN **Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			02/09/13	

TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req	Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,5,& 6) (From)	(To)
	N			0600	1430

STD JON B509

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	2		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	
TYPE/SHIFT			RG 0	RG 0	RG 0	RG 0	RG 0			RG 0	RG 0	RG 0	RG 0	RG 0	
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	74.5	RG	1		3.5	8	7.5	8	8	
			2		8	8	8	8	7.5	
Administrative Leave	4.5	LN	1		4.50					
			2							
Annual Leave	0.5	LA	1				0.50			
			2							
Sick Leave	0.5	LS	1							
			2						0.50	
			1							
			2							

(b) (3) - P.L. 86-36

REG	74.5	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	5.5	NP/LV	

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON	1100	1430						X	3.5	0600	1430							8
TUE	0600	1430							8	0600	1430							8
WED	0625	1430							7.5	0600	1430							8
THU	0600	1430							8	0600	1430							8
FRI	0600	1430							8	0608	1408							7.5
SAT																		

REMARKS

20130128-LN-Code Yellow.

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
976-6200		

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T/K SID, SID, ORG, Agency to sign)

CERTIFIER'S SIGNATURE

Sent to payroll on: 02/11/2013

Entered in DCPS

Supersedes All previous versions of P3091B which are obsolete

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CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

(b) (3) - P.L. 86-36
(b) (6)

TIMESHEET FORMAT 2

Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req			02/23/13	
	N			Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From) 0600	(To) 1430
STD JON B509						

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	2		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	
TYPE/SHIFT			RG 0	RG 0	RG 0	RG 0	RG 0			LH 0	RG 0	RG 0	RG 0	RG 0	
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours – Graded	63	RG	1		8	2.75	4.25	8	8	
			2			8	8	8	8	
Sick Leave	4	LS	1			4.00				
			2							
Annual Leave	5	LA	1			1.25	3.75			
			2							
			1							
			2							
			1							
			2							

(b) (3) - P.L. 86-36

REG	63	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	17	NP/LV	

	WEEK 1									WEEK 2								
	IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0615	1445							8							X		
TUE	1145	1430						X	2.75	0600	1430							8
WED	1010	1430						X	4.25	0603	1433							8
THU	0600	1430							8	0600	1430							8
FRI	0600	1430							8	0600	1430							8
SAT																		

REMARKS

20130212-LS-scheduled
20130213-LA

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
976-6200		

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T/K SID, SID, ORG, Agency to sign)

CERTIFIER'S SIGNATURE

Sent to payroll on: 02/22/2013

Entered in DCPS

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NSA: 05133

Doc ID: 6638027

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CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

(b) (3) - P.L. 86-36
(b) (6)

TIMESHEET FORMAT 2

Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req			03/09/13	
	N			Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From) 0600	(To) 1430
STD JON B509						

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	2		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	
TYPE/SHIFT			RG 0	RG 0	RG 0	RG 0	RG 0			RG 0	RG 0	RG 0	RG 0	RG 0	
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	52	RG	1		4	8	8			
			2		8	8		8	8	
Annual Leave	20	LA	1		4.00			8.00	8.00	
			2							
Administrative Leave	8	LN	1							
			2				8.00			
			1							
			2							
			1							
			2							

(b) (3) - P.L. 86-36

REG	52	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	28	NP/LV	

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON	1010	1413						X	4	0600	1430							8
TUE	0600	1430							8	0600	1430							8
WED	0600	1440							8									
THU										0600	1430							8
FRI										0600	1430							8
SAT																		

REMARKS
20130225-LA
20130228-LA-Scheduled Leave
20130301-LA-Scheduled Leave
20130306-LN Code Red

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
976-6200		

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T/K SID, SID, ORG, Agency to sign)

CERTIFIER'S SIGNATURE

Sent to payroll on: 03/8/2013

Entered in DCPS

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NSA: 05134

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CLASSIFICATION ** Required to apply Digital Signature

(b) (6)

(b) (3) - P.L. 86-36
(b) (6)

TIMESHEET FORMAT 2

Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN **Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			03/23/13	

TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req	Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
	N			0600	1430

STD JON B509

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	2		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	
TYPE/SHIFT			RG 0	RG 0	RG 0	RG 0	RG 0			RG 0	RG 0	RG 0	RG 0	RG 0	
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	15	RG	1		8	7				
			2							
Annual Leave	15.5	LA	1				8.00	7.50		
			2							
Sick Leave	49.5	LS	1			1.00		0.50	8.00	
			2		8.00	8.00	8.00	8.00	8.00	
			1							
			2							
			1							
			2							

(b) (3) - P.L. 86-36

REG	15	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	65	NP/LV	

	WEEK 1									WEEK 2								
	IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON	0800	1630							8									
TUE	0600	1300						X	7									
WED																		
THU																		
FRI																		
SAT																		

REMARKS

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
976-6200		

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T/K SID, SID, ORG, Agency to sign)

CERTIFIER'S SIGNATURE

Sent to payroll on: 04/16/2013

Entered in DCPS

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(b) (6)

(b) (3) - P.L. 86-36
(b) (6)

TIMESHEET FORMAT 2

Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			04/06/13	
STD JON B509				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,5,& 6) (From) 0600	(To) 1430

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	2		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	
TYPE/SHIFT			RG 0	RG 0	RG 0	RG 0	RG 0			RG 0	RG 0	RG 0	RG 0	RG 0	
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours – Graded		RG	1							
			2							
	80	KA	1		8.00	8.00	8.00	8.00	8.00	
			2		8.00	8.00	8.00	8.00	8.00	
			1							
			2							
			1							
			2							
			1							
			2							

A/L		S/L		COMP		CRED		LWOP		TIME OFF		MIL		TRAVEL COMP		Projected A/L	

REG		OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV	80

	WEEK 1									WEEK 2									
	IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
SUN																		
MON																		
TUE																		
WED																		
THU																		
FRI																		
SAT																		

REMARKS

(b) (3) - P.L. 86-36

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
976-6200		

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T/K SID, SID, ORG, Agency to sign)

CERTIFIER'S SIGNATURE

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

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(b) (6)

(b) (3) - P.L. 86-36
(b) (6)

TIMESHEET FORMAT 2

Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) *Req: N	DIST (Org) *Req			04/20/13	
STD JON B509				Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From): 0600	(To): 1430

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	2		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	
TYPE/SHIFT			RG 0	RG 0	RG 0	RG 0	RG 0			RG 0	RG 0	RG 0	RG 0	RG 0	
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours – Graded	36	RG	1			4	4	4	4	
			2		4	4	4	4	4	
	44	KA	1		8.00	4.00	4.00	4.00	4.00	
			2		4.00	4.00	4.00	4.00	4.00	
			1							
			2							
			1							
			2							
			1							
			2							

(b) (3) - P.L. 86-36

REG	36	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV	44

	WEEK 1						HOL	MEOAL	HOURS WORKED	WEEK 2						HOL	MEOAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON										0545	0957						X	4
TUE	0615	1015						X	4	0615	1015						X	4
WED	0600	1000						X	4	0600	1000						X	4
THU	0600	1000						X	4	0600	1000						X	4
FRI	0600	1000						X	4	1035	1435						X	4
SAT																		

REMARKS

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
976-6200		

EMPLOYEE'S SIGNATURE (Must fill Classification, SSN, Name, PP End, AWS, T/K SID, SID, ORG, Agency to sign)

CERTIFIER'S SIGNATURE

Entered in DCPS

FORM P3091B 25 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
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CLASSIFICATION ** Required to apply Digital Signature

Release: 2018-10
NSA: 05137

APPENDIX F

(U [redacted] self analysis of her time and attendance for the period of 22 January to 19 April 2013

(b)(3) - P.L. 86-36
(b)(6)

From: [redacted]
To: [redacted]
Subject: My paperwork
Date: Tuesday, October 29, 2013 10:34:00 AM
Attachments: Default.PDF

(b)(3) - P.L. 86-36

Per my previous email, I have attached the documentation provided to [redacted]
After I gave it to him we did not have a discussion. He stated everything was taken care of because there was no confirm out.

v/r,

(b)(3) - P.L. 86-36
(b)(6)

[redacted]

"It is amazing what you can accomplish if you do not care who gets the credit"
Harry S. Truman

Doc ID: 6638027

(b) (3) - P.L. 86-36
(b) (6)

CONFIDENTIAL//REL TO USA, FVEY

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	23 75 Net Discrepant Hours	Notes
1/22/13	Tue	6 03 34											
		6 03 52											
		6 04 12											
		7 23 48											
		7 38 18											
		8 03 41											
		9 50 40											
		10 31 41											
		10 33 18											
		11 32 24											
		12 34 29											6-1430=8
		12 34 49			6 31 15			6 01 15	8 00	1 75		1 75	
1/23/13	Wed	6 02 20											
		6 02 37											
		6 02 55											
		6 31 05											
		8 25 42											
		10 27 49											
		12 58 57											
		12 59 23											
		13 58 15			7 55 55			7 25 55	8 00	0 50		0 50	(6-1430=8
1/24/13	Thu	9 18 05											
		9 18 28											
		9 27 36											
		9 27 42											
		9 27 50											
		9 30 32											
		9 44 15											
		10 27 28											
		10 39 33											
		10 45 07											
		12 02 36											
		12 58 08											
		14 08 11			4 50 06			4 20 06	5 00	0 50		0 50	912-1445=5
1/25/13	Fri	6 08 34											
		6 08 50											
		6 09 07											
		6 28 38											
		6 44 51											
		9 15 48											
		9 44 36											
		9 45 14											
		11 25 09											
		11 50 12											
		13 01 44											
		13 02 13											
		13 02 32											

Classified By:
Derived From: NSA/CSSM 1 52
Dated: 20070108
Declassify On: 20380301

CONFIDENTIAL//REL TO USA, FVEY

(b) (3) - P.L. 86-36

Release: 2018-10
NSA: 05140

Doc ID: 6638027

(b) (3) - P.L. 86-36
(b) (6)

CONFIDENTIAL//REL TO USA, FVEY

[redacted]

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	23 75 Net Discrepant Hours	Notes
		13 07 02	[redacted]		6 58 28			6 28 28	7 00	0 50		0 50	607 - 1337 = 7
1/28/13	Mon	11 02 54											
		11 03 11											
		11 15 48											
		11 29 34											
		11 30 41											
		13 21 42											
		13 26 33											
		13 56 55			2 54 01			2 24 01	3 30	1 00		1 00	Code Yellow 11 - 1430 = 3 5 (No Meal,
1/29/13	Tue	6 01 20											
		6 01 50											
		6 54 14											
		7 07 03											
		7 08 56											
		8 24 39											
		9 37 54											
		9 38 29											
		10 51 11											
		12 32 36											
		12 32 59											
		12 38 35											
		13 45 59											6 - 1430 = 8
		13 50 19			7 48 59			7 18 59	8 00	0 50		0 50	
1/30/13	Wed	6 25 35											
		6 25 56											
		6 26 16											
		7 10 29											
		7 11 24											
		7 22 33											
		8 46 27											
		8 47 34											
		9 16 36											
		10 09 28											
		11 42 37											
		12 48 23											
		12 48 44			6 23 09			5 53 09	7 30	1 50		1 50	625 - 1430 = 75
1/31/13	Thu	6 04 26											
		6 04 46											
		6 05 06											
		7 28 43											
		7 49 07											
		10 27 20											
		10 59 01											
		11 46 24											
		12 45 15											
		12 45 38											
		13 00 33											

Classified By [redacted]
Derived From NSA/CSSM 1 52
Dated 20070108
Declassify On ~~20380501~~

CONFIDENTIAL//REL TO USA, FVEY

(b) (3) - P.L. 86-36

Release: 2018-10
NSA: 05141

Doc ID: 6638027

(b) (3) - P.L. 86-36
(b) (6)

~~CONFIDENTIAL//REL TO USA, FVEY~~

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	23 75 Net Discrepant Hours	Notes
		13 37 58											
		14 15 32			8 11 06			7 41 06	8 00	0 25		0 25	6-1430=8
2/1/13	Fri	6 00 30											
		6 00 52											
		6 01 18											
		6 45 52											
		8 04 05											
		8 50 34											
		11 22 30											
		12 33 48											
		12 34 12			6 33 42			6 03 42	8 00	1 75		1 75	6-1430
2/4/13	Mon	6 02 04											
		6 02 23											
		6 02 42											
		7 38 29											
		7 56 09											
		9 12 27											
		9 33 19											
		10 34 03											
		12 31 01											
		12 59 50											
		13 50 34											
		16 12 13											
		16 41 01											
		16 41 07											
		16 42 52											
		16 42 58											
		17 35 32											
		17 35 36											
		17 35 46											
		17 36 32											
		17 53 52			11 51 48			11 21 48	8 00	3 25		3 25	6-1430=8
2/5/13	Tue	6 00 39											
		8 01 13											
		6 39 24											
		6 58 08											
		6 59 35											
		7 41 55											
		8 38 38											
		8 42 57											
		9 44 57											
		9 45 09											
		10 29 28											
		11 27 36											
		12 41 43											
		12 42 00											
		14 28 38			8 27 59			7 57 59	8 00	0 00		0 00	

(b) (6)

Classified By
Derived From: NSA/CSSM 1 52
Dated: 20070108
Declassify On: ~~20380501~~

~~CONFIDENTIAL//REL TO USA, FVEY~~

(b) (3) - P.L. 86-36

Release: 2018-10
NSA: 05142

Doc ID: 6638027

(b) (3) - P.L. 86-36
(b) (6)

~~CONFIDENTIAL//REL TO USA, FVEY~~

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	23 75 Net Discrepant Hours	Notes
2/6/13	Wed	6 40 29											
		6 48 53											
		8 19 02											
		10 17 30											
		10 36 50											
		12 33 22											
		12 33 40											
		13 25 52											
		13 26 56											
		13 41 56			7 01 29			6 31 29	8 00	1 25		1 25	6-1430=8
2/7/13	Thu	6 02 42											
		6 03 00											
		6 03 18											
		6 54 48											
		6 58 26											
		6 58 34											
		7 13 51											
		10 47 03											
		11 07 50											
		11 32 54											
		12 38 02											
		12 38 23											
		14 04 38											
		14 09 41											
		14 23 08			8 20 26			7 50 26	8 00	0 00		0 00	8
2/8/13	Fri	6 12 22											
		6 12 44											
		7 32 57											
		8 58 35											
		13 12 42											
		13 13 03											
		13 31 45											
		13 40 43			7 28 21			6 58 21	0 00	6 75		6 75	608-1408 ?
2/11/13	Mon	6 14 54											
		6 15 22											
		6 54 54											
		7 07 05											
		7 39 19											
		11 09 58											
		12 53 47											
		12 54 07											
		13 32 08			7 17 12			6 47 12	8 00	1 00		1 00	615 - 1445 = 8
2/12/13	Tue	11 55 41											1.25 = AL
		11 56 06											
		12 44 00											
		13 25 34			1 29 53			0 59 53	4 00	3 00		3 00	1145 - 1430 = 2.75 (ANNUAL)

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: ~~20380501~~

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(b) (3) - P.L. 86-36

Release: 2018-10
NSA: 05143

Doc ID: 6638027

(b) (3) - P.L. 86-36
(b) (6)

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Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	23 75 Net Discrepant Hours	Notes
2/13/13	Wed	10 06 54											375=ANNUAL LE
		10 07 15											
		10 16 35											1010-1430=4 25 (NONEAL)
		13 32 30			3 25 36			2 55 36	8 00	5 00		5 00	
2/14/13	Thu	6 05 19											
		6 05 39											
		6 31 48											
		6 51 07											
		6 51 17											
		7 43 08											
		10 48 53											
		11 03 31											
		11 05 41											
		13 04 21											
		13 04 42											
		13 41 28											6-1430=8
		13 49 33			7 44 14			7 14 14	8 00	0 75		0 75	
2/15/13	Fri	6 03 17											
		6 03 38											
		6 03 59											
		6 46 49											
		7 12 48											
		8 55 41											
		8 57 31											
		11 52 12											
		13 03 05											
		13 03 24											6-1430=8
		13 53 19											
		13 57 06			7 53 49			7 23 49	8 00	0 50		0 50	
2/18/13	Tue	5 59 26											
		6 26 33											
		6 34 06											
		6 43 20											
		6 51 36											
		8 33 23											
		8 44 19											
		11 33 17											
		12 41 09											
		12 41 30											6-1430
		14 28 12			8 28 46			7 58 46	6 45	1 00		1 00	
2/20/13	Wed	6 05 34											
		6 06 05											
		6 51 43											
		7 33 32											
		9 02 29											
		9 23 47											
		9 25 15											

7

Classified By
Derived From NSA/CSSM 1 52
Dated 20070108
Declassify On ~~20380501~~

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(b) (3) - P.L. 86-36

Release: 2018-10
NSA: 05144

Doc ID: 6638027

(b) (3) - P.L. 86-36
(b) (6)

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	23 75 Net Discrepant Hours	Notes
		12 33 11											
		12 33 30											
		12 49 22											
		12 52 07			6 46 33			6 16 33	4 15	2 00		2 00	603-1433=8
2/21/13	Thu	6 02 46											
		6 40 10											
		7 02 40											
		7 10 10											
		7 13 58											
		7 44 03											
		9 00 14											
		9 18 18											
		10 27 30											
		13 50 03											6-1430=8
		14 53 14			8 50 28			8 20 28	8 00	0 25		0 25	
2/22/13	Fri	6 02 51											
		6 03 10											
		6 03 31											
		6 49 29											
		6 49 48											
		6 50 21											
		8 15 42											
		8 25 18											
		8 27 22											
		8 38 21											
		9 43 49											
		12 33 28											
		14 10 13											
		16 03 41											
		16 11 19											
		16 11 24											
		16 52 32											
		16 53 03											
		16 53 14											6-1430=8
		16 53 18											
		17 04 02			11 01 11			10 31 11	8 00	2 50		2 50	
2/25/13	Mon	10 10 38											
		10 10 59											
		10 15 33											
		10 16 19											
		11 24 49											
		11 59 59											
		12 01 46											
		12 59 28											
		14 01 23											
		14 31 34			4 20 56			3 50 56	4 00	0 00		0 00	
2/26/13	Tue	5 58 51											

(b) (6)

Has Ate
1010 - 1413 = 4 No Meal

Classified By [redacted]
Derived From - NSA/CSSM 1 52
Dated 20070108
Declassify On [redacted]

(b) (3) - P.L. 86-36

Release: 2018-10
NSA: 05145

Doc ID: 6638027

(b) (3) - P.L. 86-36
(b) (6)

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Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	23 75 Net Discrepant Hours	Notes
		5 59 07											
		5 59 25											
		7 01 23											
		9 29 36											
		10 31 30											
		10 31 59											
		10 38 08											
		11 12 44											
		12 32 46											
		12 33 02											
		12 47 18											
		12 50 11											
		14 16 39			8 17 48			7 47 48	8 00	0 00		0 00	
2/27/13	Wed	6 06 54											
		6 07 16											
		6 07 36											
		6 50 38											
		7 36 38											
		8 07 14											
		9 44 46											
		10 16 24											
		10 25 27											
		11 38 07											
		12 49 00											
		12 49 20											6-1440=8
		13 55 06			7 48 14			7 18 14	8 00	0 50		0 50	
3/4/13	Mon	6 03 06											
		6 03 24											
		6 03 42											
		7 16 24											
		8 17 25											
		10 28 08											
		12 32 16											
		12 32 41											
		12 43 25											
		13 56 52											
		14 21 20			8 18 14			7 48 14	8 00	0 00		0 00	
3/5/13	Tue	6 03 32											
		6 03 51											
		6 04 10											
		7 16 39											
		7 19 29											
		7 29 10											
		7 29 18											
		7 51 53											
		8 42 24											
		11 00 20											
		12 35 22											

Classified By: [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: 20380501

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(b) (3) - P.L. 86-36

Release: 2018-10
NSA: 05146

Doc ID: 6638027

(b) (3) - P.L. 86-36
(b) (6)

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[redacted]

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	Z3 75 Net Discrepant Hours	Notes
		12 35 41	[redacted]										
		13 58 48											
		13 59 50											
		14 30 30			8 26 58			7 56 58	8 00	0 00		0 00	
3/7/13	Thu	6 01 36											
		6 01 53											
		6 54 34											
		6 59 02											
		8 03 26											
		8 04 13											
		10 18 15											
		12 33 20											
		12 33 38											
		13 43 07											
		14 12 55											
		14 17 46			8 16 10			7 46 10	8 00	0 00		0 00	
3/8/13	Fri	6 01 20											
		6 01 39											
		6 01 56											
		6 34 58											
		6 51 08											
		7 57 39											
		8 19 40											
		8 27 34											
		12 23 24											
		12 23 45											
		14 08 37											
		14 26 03			8 24 43			7 54 43	8 00	0 00		0 00	
3/11/13	Mon	[redacted]							8 00	8 00	8 00	0 00	[redacted] 8hrs
3/12/13	Tue	6 09 15											
		6 09 41											
		6 10 11											
		7 13 31											
		7 13 38											
		8 49 12			2 39 57			2 09 57	7 00	4 75		4 75	
4/9/13	Tue	6 23 44											
		7 19 52											
		7 41 50											
		7 51 58											
		8 36 34			2 12 50			1 42 50	4 00	2 25		2 25	
4/10/13	Wed	5 58 03											
		5 58 29											
		5 59 01											
		7 19 51											
		7 21 18											

[redacted]

6-1300=7 [redacted]

[redacted] NO MEAL

645 1015 4

(b) (6)

Classified By [redacted]
Derived From: NSA/CSSM 1-52
Dated: 20070108
Declassify On: 20380501

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(b) (3) - P.L. 86-36

Release: 2018-10
NSA: 05147

Doc ID: 6638027

(b) (3) - P.L. 86-36
(b) (6)

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Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	23 75 Net Discrepant Hours	Notes
		7 27 50											
		9 26 26			3 28 23			2 58 23	4 00	1 00		1 00	6-10=4 (No meal)
4/11/13	Thu	5 56 21											
		5 56 52											
		5 57 28											
		6 48 10											
		7 00 51											
		7 21 32			1 25 11			0 55 11	4 00	3 00		3 00	6-10=4 No Meal
4/12/13	Fri	6 04 17											
		6 04 40											
		6 05 05											
		7 23 26											
		7 55 25											
		8 04 22											
		8 08 49											
		8 30 40			2 26 23			1 56 23	4 00	2 00		2 00	6-10=4 No Meal
4/15/13	Mon	5 45 02											
		5 45 23											
		5 45 48											
		6 22 23											
		6 45 15											
		6 55 12											
		7 28 27											
		7 30 51											
		8 09 53											
		8 26 19											
		8 57 33											
		9 39 16											
		9 41 58			3 56 56			3 26 56	4 00	0 50		0 50	545-957 4 (No meal
4/16/13	Tue	6 14 57											
		6 15 17											
		6 15 41											
		6 20 55											
		6 21 59											
		6 23 38											
		7 28 21											
		7 31 25											
		8 19 32											
		8 41 22											
		8 58 04											
		9 39 24											
		9 40 53			3 25 56			2 55 56	4 00	1 00		1 00	615-1015 = 4 No Meal
4/17/13	Wed	6 03 01											
		6 03 19											
		6 03 39											
		6 25 04											

Classified By
Derived From NSA/CSSM 1 52
Dated 20070108
Declassify On ~~20380501~~

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(b) (3) - P.L. 86-36

Release: 2018-10
NSA: 05148

Doc ID: 6638027

(b)(3) - P.L. 86-36
(b)(6)

~~CONFIDENTIAL//REL TO USA, FVEY~~

Date	DOW	Time	Location	Gaps	Access Total	Total GAP(s)	(Y) No lunch Claimed	Net Time	Hours Claimed	Discrepant Hours	ADJ	23 75 Net Discrepant Hours	Notes
		7 41 46											
		7 58 04											
		8 52 40											
		8 55 43											
		8 55 51											6-10=4 (No meal)
		9 00 42			2 57 41			2 27 41	4 00	1 50		1 50	
4/18/13	Thu	6 00 26											
		6 00 43											
		6 01 02											
		7 18 58											
		7 19 02											
		7 20 08											
		8 08 40											
		8 08 57											
		8 30 27											6-10=4 (No meal)
		8 30 48											
		8 37 49			2 37 23			2 07 23	4 00	1 75		1 75	
4/19/13	Fri	10 41 01											1035-1435=4
		11 25 09											~~35~~ Manual
		13 37 36			2 56 35			2 26 35	4 00	1 50		1 50	
												23 75	

(b)(3) - P.L. 86-36

Classified By
Derived From NSA/CSSM 1 52
Dated 20070108
Declassify On ~~20380501~~

~~CONFIDENTIAL//REL TO USA, FVEY~~

Release: 2018-10
NSA: 05149

Doc ID: 6638027

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(b) (6)

(b) (3) - P.L. 86-36

TIMESHEET FORMAT 2 Privacy Act Statement See Go E Timesheets for current statement

SSN Required		NAME (Last First Middle) - Required to apply Digital Signature	SID/UID Req	PP ENDING Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) Req: N	DIST (Org) Req		01/26/13	
STD JON B509			Timekeeper SID Req	HOURS OF WORK (AWS 0 1 6 & 8) (From) 0600	(To) 1430

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	2		8 00	8 00	8 00	8 00	8 00			8 00	8 00	8 00	8 00	8 00	
TYPE/SHIFT			RG 0	RG 0	RG 0	RG 0	RG 0			LH 0	RG 0	RG 0	RG 0	RG 0	
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours Graded	44	RG	1	Timekeepers, Do Not Key (8), (8), (5), (7) hrs Line						
			2							
Sick Leave	12 5	LS	1		8 00	4 50				
			2							
Annual Leave	11 5	LA	1			3 50	8 00			
			2							
Administrative Leave	4	LN	1							
			2					3 00	1 00	
			1							
			2							

REG	44	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	36	NP/LV	

	WEEK 1						HOL	MEOAL	HOURS WORKED	WEEK 2						HOL	MEOA	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON																X		
TUE										0600	1430							8
WED										0600	1430							8
THU	0600	1430							8	0912	1445							5
FRI	0600	1430							8	0607	1337							7
SAT																		

REMARKS
2 3 4 Out Sick
20130124 LN Code Yellow
20130125 LN Early Release

(b) (3) - P.L. 86-36
(b) (6)

CERTIFICATION Attendances and absences certified correct Overtime approved in accordance with existing laws and regulations For non-exempt FLSA I did not suffer or permit any overtime work other than as reported for this pay period

CERTIFIER S PHONE (Secure)	(Non Secure)	SID
976 6200		

EMPLOYEE S SIGNATURE

CERTIFIER S SIGNATURE

Supersedes All previous versions of P3091B which are obsolete

Derived From
Dated
Declassify On

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Release: 2018-10
NSA: 05150

Doc ID: 6638027

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CLASSIFICATION Digital Signature

(b) (6)

(b) (3) - P.L. 86-36

TIMESHEET FORMAT 2

Privacy Act Statement See Go E Timesheets for current statement

SSN Required		NAME (Last First Middle) - Required to apply Digital Signature		SID/UID Req	PP ENDING Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) Req: N	DIST-(Org)- Req			02/09/13	
				Timekeeper SID Req	HOURS OF WORK (AWS 0 1 6 & 8) (From) 0600	(To) 1430

STD JON B509

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	2		8 00	8 00	8 00	8 00	8 00			8 00	8 00	8 00	8 00	8 00	
TYPE/SHIFT			RG 0	RG 0	RG 0	RG 0	RG 0			RG 0	RG 0	RG 0	RG 0	RG 0	
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours Graded	74 5	RG	1	Timekeeper; Do Not Ke	35 8	8 8	75 8	8 8	-8 75	bus Lin
			2							
Administrative Leave	4 5	LN	1		4 50					
			2							
Annual Leave	0 5	LA	1				0 50			
			2							
Sick Leave	0 5	LS	1						0 50	
			2							
			1							
			2							

REG	74 5	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	5 5	NP/LV	

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
27 SUN																		
28 MON	1100	1430						X	3 5	0600	1430							8
29 TUE	0600	1430							8	0600	1430							8
30 WED	0625	1430							7 5	0600	1430							8
31 THU	0600	1430							8	0600	1430							8
1 FRI	0600	1430							8	0608	1408							7 5
2 SAT																		

4 5 6 7 8 9

REMARKS

20130128 LN Code Yellow

(b) (3) - P.L. 86-36
(b) (6)

CERTIFICATION Attendances and absences certified correct Overtime approved in accordance with existing laws and regulations For non-exempt FLSA I did not suffer or permit any overtime work other than as reported for this pay period

CERTIFIER S PHONE (Secure)	(Non Secure)	SID
976-6200		

EMPLOYEE S SIGNATURE

CERTIFIER S SIGNATURE

FORM P3091B 25 FEB 2012 REV 3 0 NSN 7540-FM-001 5538
Supersedes All previous versions of P3091B which are obsolete

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Dated
Declassify On

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Release: 2018-10
NSA: 05151

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(b) (6)

(b) (3) - P.L. 86-36

TIMESHEET FORMAT 2

Privacy Act Statement See Go E Timesheets for current statement

SSN Required		NAME (Last First Middle) - Required to apply Digital Signature		SID/UID Req	PP ENDING Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) Req: N	DIST (Org) Req			02/23/13	
STD JON B509				Timekeeper SID Req	HOURS OF WORK (AWS 0 1 5 & 8) (From) 0600	(To) 1430

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	2		8 00	8 00	8 00	8 00	8 00			8 00	8 00	8 00	8 00	8 00	
TYPE/SHIFT			RG 0	RG 0	RG 0	RG 0	RG 0			LH 0	RG 0	RG 0	RG 0	RG 0	
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours Graded	63	RG	1		8	2 75	4 25	8	-8	
			2	Timekeeper: Do Not Key		8	8	8	min: Lim	
Sick Leave	4	LS	1			4 00				
			2							
Annual Leave	5	LA	1			1 25	3 75			
			2							
			1							
			2							
			1							
			2							

REG	63	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	17	NP/LV	

	WEEK 1 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	WEEK 2 IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
10 SUN																		17
11 MON	0615	1445							8							X		18
12 TUE	1145	1430						X	2 75	0600	1430							8 18
13 WED	1010	1430						X	4 25	0603	1433							8 20
14 THU	0600	1430							8	0600	1430							8 20
15 FRI	0600	1430							8	0600	1430							8 22
16 SAT																		23

REMARKS

20130212 LS scheduled
20130213 LA

CERTIFICATION Attendances and absences certified correct Overtime approved in accordance with existing laws and regulations For non-exempt FLSA I did not suffer or permit any overtime work other than as reported for this pay period

CERTIFIER S PHONE (Secure)	(Non Secure)	SID
976 6200		

EMPLOYEE S SIGNATURE

CERTIFIER S SIGNATURE

FORM P3091B 25 FEB 2012 REV 3 0 NSN 7540-FM-001 5538
Supersedes All previous versions of P3091B which are obsolete

Derived From
Dated
Declassify On

(b) (3) - P.L. 86-36
(b) (6)

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NSA: 05152

Doc ID: 6638027

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(b) (3) - P.L. 86-36

TIMESHEET FORMAT 2 Privacy Act Statement See Go E Timesheets for current statement

SSN Required				SID/UID Req	PP ENDING Req	PLT ROT SFT ROT
TAG/BLK	ACT UIC (Agency) Req	DIST (Org) - Req			03/09/13	
	N			Timekeeper SID Req	HOURS OF WORK (AMS 0-1 6 & 8) (From) 0600	(To) 1430
STD JON B509						

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	2		8 00	8 00	8 00	8 00	8 00			8 00	8 00	8 00	8 00	8 00	
TYPE/SHIFT			RG 0	RG 0	RG 0	RG 0	RG 0			RG 0	RG 0	RG 0	RG 0	RG 0	
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOURS	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours Graded	52	RG	1	Timekeeper; Do Not Key This Line						
			2		8	8	8	8	8	
Annual Leave	20	LA	1		4 00			8 00	8 00	
			2							
Administrative Leave	8	LN	1							
			2				8 00			
			1							
			2							
			1							
			2							

REG	52	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	28	NP/LV	

	WEEK 1									WEEK 2								
	IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED	IN	OUT	IN	OUT	IN	OUT	HOL	MEAL	HOURS WORKED
24 SUN																		
25 MON	1010	1413						X	4	0600	1430							8
26 TUE	0600	1430							8	0600	1430							8
27 WED	0600	1440							8									
28 THU										0600	1430							8
1 FRI										0600	1430							8
2 SAT																		

REMARKS
20130225 LA
20130228 LA Scheduled Leave
20130301 LA Scheduled Leave
20130306 LN Code Red

(b) (3) - P.L. 86-36
(b) (6)

CERTIFICATION Attendances and absences certified correct Overtime approved in accordance with existing laws and regulations For non-exempt FLSA I did not suffer or permit any overtime work other than as reported for this pay period

CERTIFIER S PHONE (Secure)	(Non Secure)	SID
976 6200		

EMPLOYEE S SIGNATURE

CERTIFIER S SIGNATURE

3 4 5 6 7 8

FORM P3091B 25 FEB 2012 REV 3.0 NSN 7540-FM-001-3558
Supersedes All previous versions of P3091B which are obsolete

Derived From
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(b) (6)

(b) (3) - P.L. 86-36

TIMESHEET FORMAT 2

Privacy Act Statement See Go E Timesheets for current statement

SSN Required	NAME (Last First Middle) Required to apply Digital Signature	SID/UID Req	PP ENDING Req	PLT ROT SFT ROT
TAG/BLK:			03/23/13	
ACT UIC (Agency) Req: N	DIST (Org) Req:	Timekeeper SID Req:	HOURS OF WORK (AWS 0,1 6 & 8) (From): 0600	(To): 1430
STD JON B509				

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Req red	2		8 00	8 00	8 00	8 00	8 00			8 00	8 00	8 00	8 00	8 00	
TYPE/SHIFT			RG 0	RG 0	RG 0	RG 0	RG 0			RG 0	RG 0	RG 0	RG 0	RG 0	
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours Graded	15	RG	1	Timekeepers, Do Not Ke, This Lin						
			2		8	7				
Annual Leave	15 5	LA	1				8 00	7 50		
			2							
Sick Leave	49 5	LS	1			1 00		0 50	8 00	
			2		8 00	8 00	8 00	8 00	8 00	
			1							
			2							
			1							
			2							

REG	15	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	65	NP/LV	

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON	0800	1630							8									
TUE	0600	1300						X	7									
WED																		
THU																		
FRI																		
SAT																		

REMARKS

CERTIFICATION Attendances and absences certified correct Overtime approved in accordance with existing laws and regulations For non-exempt FLSA I did not suffer or permit any overtime work other than as reported for this pay period

CERTIFIER S PHONE (Secure): 976 6200 | (Non Secure) | SID

EMPLOYEE S SIGNATURE

CERTIFIER S SIGNATURE

Supersedes All previous versions of P3091B which are obsolete

Derived From
Dated
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(b) (6)

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NSA: 05154

Doc ID: 6638027

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(b) (6)

(b) (3) - P.L. 86-36

TIMESHEET FORMAT 2 Privacy Act Statement See Go E Timesheets for current statement

SSN Required	NAME (Last First Middle)- Required to apply Digital Signature	SID/UID Req	PP ENDING Req	PLT ROT SFT ROT
			04/06/13	

TAG/BLK	ACT UIC (Agency) Req	DIST (Org) Req	Timekeeper SID	HOURS OF WORK (AWS 0 Y & S) (From)	(To)
	N			0600	1430

STD JON B509

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Req red	2		8 00	8 00	8 00	8 00	8 00			8 00	8 00	8 00	8 00	8 00	
TYPE/SHIFT			RG	RG	RG	RG	RG			RG	RG	RG	RG	RG	
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours Graded		RG	1	Timekeepers, Do Not Key This Line						
			2							
Sick Leave	80	LS	1		8 00	8 00	8 00	8 00	8 00	
			2		8 00	8 00	8 00	8 00	8 00	
			1							
			2							
			1							
			2							
			1							
			2							

REG		OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	80	NP/LV	

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON																		
TUE																		
WED																		
THU																		
FRI																		
SAT																		

REMARKS

(b) (3) - P.L. 86-36
(b) (6)

CERTIFICATION Attendances and absences certified correct Overtime approved in accordance with existing laws and regulations For non-exempt FLSA I did not suffer or permit any overtime work other than as reported for this pay period

CERTIFIER S PHONE (Secure)	(Non Secure)	SID
976 6200		

EMPLOYEE S SIGNATURE M I L Yca o SSI N m WS T D S D OPG Ag nc g)

CERTIFIER S SIGNATURE

Supersedes All previous versions of P3091B which are obsolete

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Dated
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NSA: 05155

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(b) (3) - P.L. 86-36

TIMESHEET FORMAT 2

Privacy Act Statement See Go E Timesheets for current statement

SSN Required	NAME (Last First Middle) Required to apply Digital Signature	SID/UID Req	PP ENDING Req	PLT ROT SFT ROT
			04/20/13	

TAG/BLK	ACT U (Agency) Req	DIST (Org) Req	Timekeeper SID Req	HOURS OF WORK (AWS 0 1 6 & 8) (From)	(To)
	N			0600	1430

STD JON B509

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	2		8 00	8 00	8 00	8 00	8 00			8 00	8 00	8 00	8 00	8 00	
TYPE/SHIFT			RG 0	RG 0	RG 0	RG 0	RG 0			RG 0	RG 0	RG 0	RG 0	RG 0	
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours Graded	36	RG	1	Timekeeper, DO Not Ke					Ab s Lmk	
			2							
Leave Without Pay (LWOP)	36	KA	1			4 00	4 00	4 00	4 00	
			2		4 00	4 00	4 00	4 00	4 00	
Sick Leave	8	LS	1		8 00					
			2							
			1							
			2							
			1							
			2							

REG	36	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	8	NP/LV	36

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON										0545	0957						X	4
TUE	0615	1015						X	4	0615	1015						X	4
WED	0600	1000						X	4	0600	1000						X	4
THU	0600	1000						X	4	0600	1000						X	4
FRI	0600	1000						X	4	1035	1435						X	4
SAT																		

REMARKS

CERTIFICATION Attendances and absences certified correct Overtime approved in accordance with existing laws and regulations For non-exempt FLSA I did not suffer or permit any overtime work other than as reported for this pay period

CERTIFIER S PHONE (Secure)	(Non Secure)	SID
976 6200		

EMPLOYEE S SIGNATURE

CERTIFIER S SIGNATURE

Supersedes All previous versions of P3091B which are obsolete

Derived From
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(b) (3) - P.L. 86-36
(b) (6)

Release: 2018-10
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(b) (6)

(b) (3) - P.L. 86-36

TIMESHEET FORMAT 2

Privacy Act Statement- See Go E Timesheets for current statement

SSN Required	NAME (Last First Middle) - Required to apply Digital Signature	SID/UID Req	PP ENDING Req	PLT ROT SFT ROT
			05/04/13	

TAG/BLK	ACT UIC (Agency) P o	DIST (Org) - Req	Timekeeper SID	HOURS OF WORK (AWS 0 1 6 & 8) (From)	(To)
	N			0600	1430

STO JON B509

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	2		8 00	8 00	8 00	8 00	8 00			8 00	8 00	8 00	8 00	8 00	
TYPE/SHIFT			RG 0	RG 0	RG 0	RG 0	RG 0			RG 0	RG 0	RG 0	RG 0	RG 0	
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours Graded	80	RG	1	Timekeeper, Do Not Key this Line	8	8	8	8	8	
			2		8	8	8	8	8	
			1							
			2							
			1							
			2							
			1							
			2							
			1							
			2							

REG	80	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV	

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON	0600	1430							8	0604	1434							8
TUE	0600	1430							8	0606	1436							8
WED	0600	1430							8	0600	1430							8
THU	0604	1434							8	0600	1430							8
FRI	0600	1430							8	0610	1440							8
SAT																		

REMARKS

(b) (3) - P.L. 86-36
(b) (6)

CERTIFICATION Attendances and absences certified correct Overtime approved in accordance with existing laws and regulations For non-exempt FLSA I did not suffer or permit any overtime work other than as reported for this pay period

CERTIFIER S PHONE (Secure)	(Non Secure)	SID
976 6200		

EMPLOYEE S SIGNATURE

CERTIFIER S SIGNATURE

FORM P3091B 25 FEB 2012 REV 3 0 NSN 7540-FM-001 5538
Supersedes All previous versions of P3091B which are obsolete

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Release: 2018-10
NSA: 05157

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CLASSIFICATION Required to apply Digital Signature

(b) (6)

(b) (3) - P.L. 86-36

TIMESHEET FORMAT 2

Privacy Act Statement See Go E Timesheets for current statement.

SSN Required	NAME (Last First Middle) Required to apply Digital Signature	SID/UID Req	PP ENDING Req	PLT ROT SFT ROT
			05/18/13	

TAG/BLK	ACT UIC (Agency) Req	DIST (Org) -Req	Timekeeper SID Req	HOURS OF WORK (AWS 0 1 6 & 8) (From)	(To)
	N			0600	1430

STD JON B509

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	2		8 00	8 00	8 00	8 00	8 00			8 00	8 00	8 00	8 00	8 00	
TYPE/SHIFT			RG 0	RG 0	RG 0	RG 0	RG 0			RG 0	RG 0	RG 0	RG 0	RG 0	
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours Graded	80	RG	1	Timekeeper		8	Do Not Key	8	8 hrs Lnch	
			2			8		8	8	
Credit Earned	1	CD	1							
			2			0 75		0 25		
			1							
			2							
			1							
			2							
			1							
			2							

REG	80	OT		COMP/ CREDIT	1	HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV	

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON	0600	1430							8	0600	1430							8
TUE	0600	1430							8	0615	1530							8 75
WED	0600	1430							8	0600	1430							8
THU	0600	1430							8	0602	1447							8 25
FRI	0600	1430							8	0605	1435							8
SAT																		

REMARKS

(b) (3) - P.L. 86-36
(b) (6)

CERTIFICATION Attendances and absences certified correct Overtime approved in accordance with existing laws and regulations For non exempt FLSA I did not suffer or permit any overtime work other than as reported for this pay period

CERTIFIER S PHONE (Secure)	(Non Secure)	SID
976 6200		

EMPLOYEE S SIGNATURE

CERTIFIER S SIGNATURE

FORM P3091B 25 FEB 2012 REV 3 0 NSN 7540-FM-001 5538
Supersedes All previous versions of P3091B which are obsolete

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Release: 2018-10
NSA: 05158

(b)(3) - P.L. 86-36

APPENDIX G

(U) [redacted] September 2013 [redacted] egress times compared against her timesheet entries.

(b)(3) - P.L. 86-36
(b)(6)

Release: 2018-10
NSA: 05159

Doc ID: 6638027

Date	1st In	1st Out	2nd In	Lunch Time	2nd Out	T/S In	T/S Out	Hrs Worked	Comment
9-Sep-13	557	1204	1251	47 Min.	1435	600	1430	8	
10-Sep-13	612	1209	1303	54 Min.	1448	615	1445	8	
11-Sep-13	559	1435		No Break		601	1431	8	
12-Sep-13	557	1210	1218	10 Min.	1437	600	1430	8	
13-Sep-13	558	1204	1238	34 Min.	1442	600	1430	8	
16-Sep-13	558	1209	1227	18 Min	1435	601	1431	8	
17-Sep-13	559	1433		No Break		603	1443	8	
18-Sep-13	602	1122		No Break		606	1336	7	
19-Sep-13	601	1204	1245	41 Min.	1432	605	1435	8	
20-Sep-13	613	1204	1245	41 Min.	1432	615	1430	7.75	
23-Sep-13	no entry							**8 A/L**	
24-Sep-13	959	1508		No Break		1000	1500	**3 A/L**	
25-Sep-13	601	1159	1258	59 Min.	1434	605	1435	8	
26-Sep-13	600	1204	1236	32 Min.	1435	601	1433	8	
27-Sep-13	601	1210	1230	20 Min.	1435	605	1435	8	
30-Sep-13	600	1433		No Break		603	1433	8	
1-Oct-13	604	1002							Furlough

Release: 2018-10
NSA: 05160

Doc ID: 6638027

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(b) (6)

(b) (3) - P.L. 86-36

TIMESHEET FORMAT 2

Privacy Act Statement: See 'Go E-Timesheets' for current statement

SSN **Required		NAME (Last, First Middle) ** Required to apply Digital Signature		SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
					09/21/13	
TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req		TimeKeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
	- - - N - - -				0600	1430

STD JON B509

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	2		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	
TYPE/SHIFT			RG 0	RG 0	RG 0	RG 0	RG 0			RG 0	RG 0	RG 0	RG 0	RG 0	
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	78.75	RG	1		8	8	8	8	8	
			2		8	8	7	8	7.75	
Credit Taken	1	CN	1							
			2				1.00			
Annual Leave	0.25	LA	1							
			2						0.25	
			1							
			2							
			1							
			2							

REG	78.75	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	1.25	NP/LV	

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON	0600	1430							8	0601	1431							8
TUE	0615	1445							8	0603	1443							8
WED	0601	1431							8	0606	1336							7
THU	0600	1430							8	0605	1435							8
FRI	0600	1430							8	0615	1430							7.75
SAT																		

REMARKS

(b) (3) - P.L. 86-36
(b) (6)

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
976-6200		

EMPLOYEE'S SIGNATURE (Must M Classification SSN Name PP End AWS T-K SID SID ORG Agency to sign)

CERTIFIER'S SIGNATURE

Sent to payroll on: 09/20/2013

Entered in DCPS

Supersedes All previous versions of P3091B which are obsolete

Derived From:
Dated:
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Release: 2018-10
NSA: 05161

Doc ID: 6638027

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(b) (6)

TIMESHEET FORMAT 2

Privacy Act Statement: See 'Go E-Timesheets' for current statement

(b) (3) - P.L. 86-36

SSN **Required	NAME (Last, First Middle) ** Required to apply Digital Signature	SID/UID *Req	PP ENDING *Req	PLT ROT SFT ROT
			10/05/13	

TAG/BLK	ACT UIC (Agency) *Req	DIST (Org) *Req	Timekeeper SID *Req	HOURS OF WORK (AWS 0,1,6,& 8) (From)	(To)
	N			0600	1430

STD JON B509

	AWS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR Required	2		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	
TYPE/SHIFT			RG 0	RG 0	RG 0	RG 0	RG 0			RG 0	RG 0	RG 0	RG 0	RG 0	
GRADED NITE DIFF															

JOB ORDER NUMBER / DESCRIPTION	TYPE TOTAL	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT
Regular Hours -- Graded	37	RG	1			5	8	8	8	
			2		8					
Annual Leave	11	LA	1		8.00	3.00				
			2							
Furlough	32	KE	1							
			2			8.00	8.00	8.00	8.00	
			1							
			2							
			1							
			2							

REG	37	OT		COMP/ CREDIT		HOL		SUN		2ND		3RD		ND		E/H		LV	11	NP/LV	32

	WEEK 1						HOL	MEAL	HOURS WORKED	WEEK 2						HOL	MEAL	HOURS WORKED
	IN	OUT	IN	OUT	IN	OUT				IN	OUT	IN	OUT	IN	OUT			
SUN																		
MON										0603	1433							8
TUE	1000	1500						X	5									
WED	0605	1435							8									
THU	0601	1433							8									
FRI	0605	1435							8									
SAT																		

REMARKS

(b) (3) - P.L. 86-36
(b) (6)

CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations. For non-exempt FLSA, I did not suffer or permit any overtime work other than as reported for this pay period.

CERTIFIER'S PHONE (Secure)	(Non-Secure)	SID
976-6200		

EMPLOYEE'S SIGNATURE (Must be Classified)

CERTIFIER'S SIGNATURE

Sent to payroll on: 09/30/2013

Entered in DCPS

FORM P3091B 23 FEB 2012 REV 3.0 NSN: 7540-FM-001-5538
Supersedes All previous versions of P3091B which are obsolete

Derived From:
Dated:
Declassify On:

UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~
CLASSIFICATION ** Required to apply Digital Signature

Release: 2018-10
NSA: 05162

APPENDIX H

[redacted] 4 September 2014 response to OIG tentative conclusions.

(b)(3) - P.L. 86-36
(b)(6)

[redacted]

From: [redacted]
Sent: Thursday, September 04, 2014 11:25 AM
To: [redacted]
Subject: RE: (U) Tentative Conclusion of OIG Investigation
Signed By: [redacted]

(b) (3) - P.L. 86-36
(b) (6)

Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

Concur.

From: [redacted]
Sent: Thursday, September 04, 2014 10:30 AM
To: [redacted]
Subject: (U) Tentative Conclusion of OIG Investigation

(b) (3) - P.L. 86-36

Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

[redacted]

(b) (6)

(U//~~FOUO~~) Provided are tentative conclusions of the OIG Investigation regarding allegations of government computer misuse and time card fraud by you.

(U//~~FOUO~~) The OIG determined that you engaged in misuse of your unclassified government computer account by running a [redacted] business, in violation of DoD Joint Ethics Regulation (JER) 5500.7-R Section 2-301.a; "Use of Federal Government Resources", 5 C.F.R. 2635.101(b)(9); Basic Obligation of Public Service, NSA/CSS Policy 6-6, Paragraph 3,"Use of Unclassified Information Systems such as the Internet", NSA/CSS Policy Manual 6-3, "Chapter 2, Paragraph 3.b; Information System User and Supervisor Responsibilities, and NSA/CSS PMM, Chapter 366, Section 1-3 General Principles for On-The-Job Conduct, NSA/CSS PMM, Chapter 366, Section1, 1-3.

(U//~~FOUO~~) The OIG also determined that you engaged in email communications via your NSA unclassified computer account with friends and a family member that were very frequent and of extended duration, and were not routinely made during your personal time in violation of DoD Joint Ethics Regulation (JER) 5500.7-R Section 2-301.a; "Use of Federal Government Resources"; NSA/CSS Policy 6-6, Paragraph 3, "Use of Unclassified Information Systems such as the Internet"; and NSA/CSS Policy Manual 6-3, Chapter 2, Paragraph 3.b, "Information System User and Supervisor Responsibilities"; and NSA/CSS PMM Chapter 366, Section 1-3(H).

(U//~~FOUO~~) The OIG determined that the evidence does not support the conclusion that you knowingly and deliberately submitted false time sheets in violation of 18 U.S.C. § 1001; 18 U.S.C. § 287; NSA/CSS PMM Chapter 360, 1-3.a and 2-7.a; and 5 C.F.R. Part 2635.101(b)(5).

(U//~~FOUO~~) Please concur or non-concur with these conclusions. If you non-concur, please provide information to support your non-concurrence.

(U//~~FOUO~~) Appreciate your response as soon as possible or by 10 September 2014.

[redacted]
NSA/CSS Office of the Inspector General
[redacted]
Suite 6247

Release: 2018-10
NSA: 05164